



AGM Minutes Sample

Annual General Meeting

Date: Monday 22/10/2018

Time: 7pm-9pm

Venue: Irish Sport HQ, Dublin 15

Present: Ross Green (chair), Amanda O'Neill (secretary), Alex Mitchell (treasurer), Pat Stevens (head coach), Áine Connolly (Club kit Officer), Seán McIntyre (Clubmark Officer), John Mc Enroe (competitions secretary), Ann Maher (Fundraising Officer), Jane Branigan, Dermot Brady, Dave Clooney, Siobhan Conroy, Bernard Cooney, Lucy Cullen, Conor Daly, Gerard Farrell, Mary Farrelly, David Fitzpatrick Tom Foy, Sarah Maher, Vincent McCarthy, Killian McCormack, Steven McDonnell, John McEnroe, Mary McEvoy, Adam O'Sullivan, Adam Price, Ben Purcell, Andrew Quinn, Christine Regan, Beth Reilly, Sam Walsh

The Chairperson Ross Green welcomed everyone to the club AGM and ran through the main points in the Standing Orders and explained the running order for the AGM. There were several motions for discussion and vote, and an election for the position of Chairperson would also take place.

Club secretary Amanda O'Neill confirmed that the required quorum of 20 voting delegates had been met.

Apologies

Apologies were received from Laura Fitzsimons (CCO), Christopher Dennigan, Sinead Markey, Mike Walker.

Minutes of previous AGM

The minutes from AGM held on Tuesday 14th October 2017 were circulated to club members 14 days in advance of the AGM.

Club members were given 5 minutes to read through before proceeding to matters arising. No matters arising.

Proposed by Ross Green and Seconded by Jane Branigan

Chairperson's Report

The Chairperson's report was circulated by email in advance of the AGM and attached in the annual report.

Ross Green highlighted the positive initiatives the club had undertaken over the past year, including welcoming a new head coach, achieving the Clubmark award, introducing the Club Youth Awards and running our annual club gala. Additionally, Ross identified upcoming challenges which included an increase of fees next season to meet the increase in costs incurred.



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The Chairperson opened the floor to questions or comments:

Adam O'Sullivan asked why the Chairperson was speaking about fee increases in advance of his motion being proposed to the membership. The Chairperson said his report intended to present a picture of the club over the last year and identify upcoming opportunities and challenges in a transparent manner. Ross further committed to ensuring there would be enough time allowed for discussion of fees during the motions later in the meeting.

Chairperson's report proposed by Alex Mitchell and seconded by Adam O'Sullivan.

Secretary's Report

The Secretary's report was circulated by email in advance of the AGM and attached in the annual report.

Amanda O'Neill provided an update on the number of club members and changes to the club structure over the previous season and outlined the work that the club committee members have been doing during this time.

Amanda also called out for additional volunteers to join the fundraising committee to continue the great work taking place.

A presentation was made to retiring committee members Ross, Áine and Ann for their hard work over the last number of years.

There were no questions or comments from the floor

Secretary's report proposed by Siobhan Conroy and seconded by Ann Maher.

Treasurer's Report

The Treasurer's report was circulated by email in advance of the AGM and attached in the annual report.

Alex Mitchell talked through the main points in the report:

Income:

Increase in members, particularly Masters has increased the income to club.

Annual Gala and Fundraising initiatives have greatly supported the club financially this year.

Expenditure:

Increased membership has required additional hours of pool time and coaching time.

The facility has substantially increased their fees for this season to €60,500

The club has invested €1,200 this year in training courses.

As of 31st August, the club held €33,272 in the bank.



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The Chairperson opened the floor to questions or comments:

Bernard Cooney asked what the sundry items referred to under expenditure. Alex explained this was generally small items approved for purchase by the committee, normally selection boxes at Christmas.

Adam O'Sullivan asked did the club challenge the facility on the pool hire fees.

Alex explained that the committee had engaged with the facility over a period of 6 months and have an agreement in place for the next 4 years with the pricing set at that increased fee for that time. The club has been successful in gaining extra pool and gym hours and a storage area for equipment. The club have a good relationship with the facility and wish to maintain this whilst ensuring we get the best value for money.

Treasurer's report proposed by Ross Green and seconded by Tom Foy.

Head Coach's Report

The Head Coach's report was circulated by email in advance of the AGM and attached in the annual report.

Pat Stevens introduced himself to those who had not previously met him and gave some background and previous experience.

Pat presented some of the highlights in his first 6 months with the club which included achieving Clubmark, working with the group of coaches and committee to put a development plan in place, and supporting athletes at the summer competitions.

Christine Regan asked if there were plans for a training camp next summer.

Pat explained that he had not planned anything for this season as he wants to have a full season in the club before bringing a group away. It is pencilled into the development plan for 2020, funding permitting.

Siobhan Conroy asked how decisions were made to move swimmers.

Pat outlined the squad criteria to the group and said he intend to meet with each squad and their parents over the next couple of months to answer any questions about squad movement. Siobhan welcomed this initiative.

Head Coach's report proposed by Siobhan Conroy and seconded by Tom Foy.

Club Children's Officer Report

The Club Children's Officer's report was circulated by email in advance of the AGM and attached in the annual report.

Laura Fitzsimons was unable to attend the AGM; Bernard Cooney is also CCO in the club (non-committee). Bernard introduced himself and invited any questions or comments from the floor. Jane Branigan complimented the work of the CCO's in the club, her children had really enjoyed the workshops they had attended, and her daughter was delighted to receive one of the Club Youth Awards at the club awards evening.

Club Children's Officer's report proposed by Jane Branigan and seconded by Aine Connolly.



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Motions

Three motions were brought to the AGM for discussion and voting. The Chairperson outlined any changes to the club constitution required a majority of 75% approval. Ballot cards were distributed to voting delegates on arrival and should be raised to indicate preference once asked.

a) To adopt the Swim Ireland constitution template as the club constitution.

Seán Mc Intyre (Clubmark Officer) presented the changes to the club constitution in line with changes to Swim Ireland template document.

The floor was opened for discussion, no questions or comments raised.

Motion was passed.

b) To change to the club AGM from “the month of October” to “the month of May” annually.

Amanda O’Neill (secretary) presented the motion, explaining the time constraints faced in September and October each year. Having spoken to Swim Ireland and other clubs it was suggested that moving the AGM to May would allow time for vetting and safeguarding requirements to be completed over the summer with the incoming committee taking up position in September.

The floor was opened for discussion, with a short discussion taking place on how the change would take effect, with a shorter year being suggested, with next AGM taking place in May 2019.

Motion was passed.

c) Any increase in membership fees must be approved by the membership at the club AGM. Any increases can only take effect from the following season.

Adam O’Sullivan proposed this motion, which was seconded by Christine Regan, and presented to the AGM, requesting that members are involved in any fee increase that may impact them financially. This would need to be written into the club constitution and any fee increase would need to be presented to the membership at an AGM or EGM.

Alex Mitchell presented an opposing argument on behalf of the club management committee, explaining that the committee is answerable to the club members, reporting on an annual basis, ensuring that income and expenditure is transparent. In the history of the club there had been no fee increases introduced at short notice or in the middle of a season. The members had been informed of the need to increase fees for the 2019-2020 season almost a year in advance. The floor was opened for discussion, with approximately 20 minutes of discussion and questions taking place before moving to a vote.

Motion was defeated.



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Election of Club Management Committee

Candidates for the role of Chairperson – Sean McIntyre and Christine Regan.

As two valid nominations for the position of chairperson were received, so an election was held by secret ballot. Each candidate was invited to speak for a maximum of two minutes. Following a count of the votes Sean McIntyre was elected as Chairperson

All other nominations for committee positions received were valid:

- Secretary - Amanda O'Neill proposed by Ross Green and seconded by Sean McIntyre. No Objections raised.
- Treasurer - Alex Mitchell proposed by Aine Connolly and seconded by John Mc Enroe. No Objections raised.
- Committee members:
- John McEnroe proposed by Amanda O'Neill and seconded by Aine Connolly. No Objections raised.
- Adam Price proposed by Christine Regan and seconded by Adam O'Sullivan. No Objections raised.
- Sarah Maher proposed by Amanda O'Neill and seconded by Aine Connolly. No Objections raised.
- There was one vacant position for general committee member which was opened to the floor for nominations. Christine Regan was proposed by Adam O'Sullivan and seconded by Adam Price. No Objections raised.

Clubmark Presentation

Clubmark Officer Sean McIntyre presented a short information segment on Clubmark during the counting of votes for the Chairperson position.

Sean outlined the work the committee and coaching team had done over the last season in achieving Clubmark and briefly presented the club development plan which is available for members to view on the club website.

Date of 2019 AGM

Following the passing of the motion to move the club AGM to May, outgoing Chairperson Ross Green suggested that the incoming committee will select a suitable at the first committee meeting and circulated to members in Points of Note.

Chairperson closed the meeting at 8.55pm and thanked all in attendance.