# Guildford Rowing Club

# Guildford Rowing Club, Annual General Meeting

# Minutes of Meeting held 16th March 2016 at 20.00.

The meeting was called to order by the chairman (Paul Woowat). There were 42 members present. The Secretary (Richard Warne) confirmed that the number of voting members present exceeded the number required for a quorum (21)

1. Apologies for Absence

Apologies were received from Rachel Tasker, Jackie Johnson, Paul Hussey, Annika Gleichman, John Henstridge, Ian Craig, Kathryn Slaughter, Jamie Patel, Claire Dean and Richard Turpinin advance of the meeting

1. Minutes of 2015 Annual General Meeting**.**

The minutes of the previous year’s meeting were agreed with one change noted.

Minutes proposed by Danny Skillman and seconded by Steve Wright.

1. Matters Arising

There were no matters presented to the secretary that are not addressed by the agenda. The secretary noted that the facility to have proxy votes had been trialled this meeting for the first tome to enable members to vote who were otherwise unable to attend.

1. Chairman’s Report

We continue to enjoy success at all levels throughout the club as we aim to offer good value to all members as we pursue our rowing ambitions using our limited river space and facilities.

We all have to compromise along the way to ensure all members have fair access but we seem to manage that fairly well and I thank all those members on and off the committee who put time into managing the club and effort into helping all squads achieve their aims.

**Club Development**

The proposed new development is still at the forefront of our minds,

I am pleased to confirm that our planning application has been presented and we are now awaiting the outcome. I thank Sam Mogeridge who put the finishing touches and presented our application and the members of the planning group who spent many hours getting the plan together. You will see presented in the clubroom the outline of our proposal – a proposal that is realistic in its approach to the land available and the funding required to implement and ensure the facilities meet the needs of our growing and active club

We now have to focus on the financial plan to achieve the necessary funds. I thank Mark Starling who although stepping down from his role as Men’s Captain is to head up a planning group to focus on the marketing and sponsorship aspects of fund-raising. If you have expertise in this area that can contribute to our efforts please contact Mark to see how we can use your help.

The bulk of the required finance will be sourced from outside the club but in a smaller way we will continue to hold social occasions for members to take part in and enjoy, so please continue to support when you can to maintain our steady drive of enthusiasm towards completion of the project.

**So on to the Committee**  I thank all members of the Committee for the work achieved to maintain what I believe is a well- managed club. In fact at a meeting of our local councillors the comment was noted on the efficiency of our management and how well we run the club

* They obviously hadn’t been to one of these meetings!

A number of the current committee are unable to offer their services this coming year, most notably the Captain and Treasurer. I will hand over soon for their reports that detail the real progress we are making.

When we come to voting for your new committee you will know of two slight changes this year. We have encouraged voting by proxy to give more members access to this meeting who would otherwise be unable to have a voice. We also have two contenders for the role of Captain. To enable discrete voting and ensure we reach a fair conclusion not based on the traditional show of hands there is a ballot paper for each to use.

To introduce voting by proxy and needing to hold a ballot to decide contenders doesn’t happen often so I hope all runs smooth and produces fair results. The Committee welcome any suggestions you may have to improve our communication with the membership and encourage more members to take an interest in club affairs

I now hand over to the Captain for his report.

1. Captains Report

Steve delivered a presentation to the members’ reflecting on the previous year’s successes and challenges. A c0opt of his presentation is available on the website.

1. Treasurer’s report

**Executive Summary**

The complete financial statements for the year are attached.

Following on from a change of accounting policy in 2013, and in order to present a more comprehensive and business-like set of accounts, should the Club need them to raise finance for redevelopment purposes, the Treasurer’s Report this year again includes a complete Income and Expenditure Account, Balance Sheet and Cash Flow Statement, prepared on an accruals basis. The Cash Flow Statement shows the complete cash expenditure for the year, including equipment purchases, and gives the clearest picture of the state of the Club’s bank balance.

The Club has significantly increased its cash surplus over the course of 2015. This was mainly due to a concerted fundraising effort from all quarters of the Club, most notably the Big Row in September. The Club’s cash position also benefitted from a 10% increase in subscription costs over 2014 levels.

Meanwhile, development work continues apace, with £12,549 spent to bring the Club to a position where we could apply for planning permission for our development programme, an increase of just under £4,000 on 2014.

With continuing focus on fundraising there were again numerous social events held at the Club during 2015. Full details can be found in Note 3. In addition, the other fundraising events throughout the year raised just over £8,000. Our thanks to all those who supported these activities. Full details on fundraising and other grants received can be found in Notes 4 and 5.

Equipment damage decreased again during 2015, being slightly lower than 2014, with a saving to the Club of over £1,500 on 2013 costs. All Club members’ support in ensuring that damage is minimised in future makes a big difference to the health of the Club, both in terms of finances and general boat availability. In addition, we had no insurance write offs, improving boat availability and future insurance premiums

In order to fund the proposed redevelopment programme, the Club was tasked with building up significant cash reserves (in excess of £50,000) in the medium term. The Committee is delighted to report that we have already achieved this level. However, with costs of approximately £600,000 required to fully fund the redevelopment, plus the disruption to rowing building work will inevitably bring, we need to be mindful as a Club for the need to minimise expenditure in future, whilst maximising subscription income from offering good value to members at a fair price.

**Proposed Membership Subscriptions for 2016**

In order to continue to offer existing Club members good value for money and to encourage new members where appropriate, the Committee has decided to keep subscription increases at a lower percentage increase than was applied in 2015. However, mindful of the need to build up Club reserves in order to develop more fully in future, an increase greater than the level of inflation is required across the major membership categories:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2016** | 2015 | Increase |
| Senior | **£260** | £250 | 4% |
| Junior | **£180** | £165 | 9% |
| Adaptive | **£175** | £165 | 6% |
| Coaches | **£20** | £20 | 0% |
| Coxes | **£20** | £20 | 0% |
| Social | **£20** | £20 | 0% |
| Indoor Boat Racking | **£195** | £180 | 8% |
| Outdoor Racking | **£120** | £110 | 9% |

Junior and Adaptive membership are still approximately 2/3 of a Senior membership. Coaching and Coxing membership has been held constant in recognition of the vast amount of discretionary effort which coaches dedicate to the Club and the crucial role played by coxes. Social membership has been held flat, as it is the Committee’s intention to encourage more past members and parents of junior members to join as social members and participate more fully in the life of the Club.

Although the percentage increases are above normal inflation, the Committee would ask members to consider the fact that a Senior member who rows twice a week throughout 2016 will be paying a mere £2.50 per outing, whilst a Junior member is paying only £1.73. We would like to assure members that we continue to control expenditure very carefully and all surplus funds generated from increased subscriptions will be invested in the Club Redevelopment Programme. Members’ vigilance in ensuring good care is taken of equipment and other club property to keep running expenditure to a minimum to support this process is both necessary and appreciated.

The average anticipated cost of running the Club for each member in 2016 is illustrated below:

|  |  |  |
| --- | --- | --- |
|  | **2016 Budget** | **Cost/Member** |
| Equipment Depreciation | £26,000 | £136.84 |
| Insurance Premiums | £4,650 | £24.47 |
| Equipment Maintenance | £2,000 | £10.53 |
| Licenses & Affiliation | £3,300 | £17.37 |
| Equipment Repairs | £1,000 | £5.26 |
| Electricity | £2,500 | £13.16 |
| Other | £4,635 | £24.39 |
|  | **£44,085** | **£232.03** |

Finally, the Committee would like to recognise the huge amount of time and effort committed voluntarily by a large number of members, who thereby generate value for the Club and enable GRC to offer some of the lowest subscriptions of any club in the Thames area. Your continued support is crucial to the future of the Club.

**Notes to the Accounts**

1. **Membership & Subscriptions**

Membership as at the 31st of December 2015 was as follows:

|  |  |  |
| --- | --- | --- |
|  | **2015** | 2014 |
| Senior Men | **41** | 45 |
| Senior Women | **34** | 40 |
| Juniors | **102** | 116 |
| Adaptive | **12** | 9 |
| Coaches | **13** | 12 |
| Coxes | **5** | 5 |
| Social | **9** | 3 |
| Life | **8** | 8 |
| **Total** | **224** | **238** |

Despite continuing improvements in collecting subscriptions this year, thanks to partly to our use of the membership database, the timely collection of subscriptions was still problematic, due to the failure of many members to pay on time.

The value of subscriptions collected was below budget, as the number of members was below that anticipated. However, this does not fully represents the Club’s excellent work in supporting other community groups, for example the special needs rowers from Stepping Stones school.

The budgeted subscription income for 2015 has been based upon the assumption of 80 senior members, 100 junior members, 10 adaptive members and 25 coaches/coxes/social.

1. **Fixed Assets**

Purchases for the year comprised the following:

|  |  |  |
| --- | --- | --- |
| Other Additions |  |  |
| Lightweight second trailer | £4,086 |  |
| Outside Racking | £858 |  |
| ‘Wraptor’ training balance | £523 |  |
|  |  | £5,467 |
| Premises Improvements |  | £12,549 |
| **Total Fixed Asset Purchases** |  | **£18,016** |

The club disposed of the 1920’s clinker coxed scull for £2,700 during the year.

Premises improvements comprise architect’s fees and surveys incurred as part of the Club’s long-term development programme.

Depreciation has been calculated for the year on the basis of a useful life of 10 years for boats, blades, ergos and cox boxes, 5 years for Adaptive and other equipment, 15 years for the trailers and 50 years for the Club House. Gross values are based on original purchase prices where known and estimates linked to insurance values for those assets where gross value is not known.

|  |  |  |
| --- | --- | --- |
| **Fixed Asset Movements** | **2014** | **2014** |
| Brought forward | £133,958 | £142,692 |
| Additions | £18,016 | £23,117 |
| Disposals | -\* | (2,997) |
| Depreciation | (£32,805) | (£28,854) |
| **Total Fixed Assets** | **£119,168** | **£133,958** |

\*The clinker scull had a book value of £nil at the time at which it was sold. Thus the disposal from the Asset Register is shown as £nil, with the £2,700 income recognised as ‘profit’ in the Income Statement.

1. **Social Functions**

The social functions generated the following profit/(loss) over the course of the year:

|  |  |
| --- | --- |
| **Event** | **Profit/(Loss)** |
| Spring Fling | £21 |
| Summer Party | £1,606 |
| Crew Supper | £10 |
| Pantomime | £346 |
|  | **£1,983** |

In addition to the above, £21 was spent on purchasing a new gas cylinder for the barbecue for the Club to use on social occasions, bringing the net Social Function profit to £1,962.

The Committee would like to thank all those Members who worked hard to make each event a success. Social functions have the potential to raise significant funds to help finance the Club’s future development, and the Committee would encourage all Members to support social functions wherever possible. Not only do they raise money, but they are a great way to have some fun and enhance your enjoyment of GRC membership.

1. **Grants**

The club generated the following income from grants:

|  |  |
| --- | --- |
| **Grant** | **Amount** |
| Surrey County Council | £4,931 |
| Guildford Borough Council | £4,500 |
|  | **£9,431** |

The grants were awarded to the Club specifically for use in the Redevelopment Programme, and have been used to partly fund the £12,549 redevelopment costs (see Note 2).

1. **Donations & Fundraising**

The Club was lucky enough to receive a significant donation of £1,000 from our President, David Scrivener, and the Committee would like to extend our heartfelt thanks to him.

Other sources of fundraising comprised:

|  |  |
| --- | --- |
| **Source** | **Amount** |
| The Big Row | £5,221 |
| Junior Teas, etc. | £1,630 |
| Ele Culley/PWC Community Fund | £250 |
| Easy Fundraising | £94 |
| Phil the Bag | £90 |
|  | **£7,285** |

The Committee would like to thank all those involved in Club fundraising, particularly Carolyn Turner for her excellent work coordinating all the Club’s fundraising activities.

1. **Premises Maintenance**

The cost for the year was back to more normal levels, following £3,673 spent in 2014 in order to rewire the Clubhouse.

1. **Debtors & Prepayments**

Debtors and prepayments comprise the following:

|  |  |
| --- | --- |
|  | **Amount** |
| Deposit on three 1x (2016 expenditure) | £2,452 |
| BR Affiliation Q1 2016 | £422 |
|  | **£2,874** |

1. **Current Liabilities**

Current liabilities comprise the following:

|  |  |
| --- | --- |
|  | **Amount** |
| Fixed Assets purchased on credit | £1,500 |
| Refundable Deposits (paid for Club House keys) | £415 |
| Electricity Late-Travelling Invoice | £128 |
| Fees owed to Regatta Account | £64 |
|  | **£2,107** |

1. **Bar Profit**

The Bar profit for the year includes only the profit from day-to-day bar sales. It does not take into account the revenue generated as a result of having the Bar available for other Social and Fundraising purposes. Our thanks go to Paul Woowat for continuing to manage this important source of club revenue.

1. **Rent**

Rental cost comprises the annual fee for the Annual Return for Guildford Rowing Club (1880) Limited. This company was set up to hold the freehold of the land on which the Club House is built in trust for the Club. The Club pays the fee on behalf of Guildford Rowing Club (1880) Limited in lieu of a peppercorn rent.

The new subscriptions were proposed by Robert Hall and Seconded by Emma, and were duly approved by unanimous vote.

The accounts were proposed by Richard Cooper and seconded by Steve Wright, and were approved by the meeting by unanimous vote.

1. Election of Club Officers and Committee members for 2016 – 2017

The elections of committee members followed. In the case of the Club Captain there were two nominees (Rachel Spruce and Sam Mogridge) who each gave a short presentation to the meeting and there followed a ballot and Rachel was duly elected by a majority vote. All other nominations were uncontested and were approved on a show of hands in each case unanimously. The newly elected committee is as follows

|  |  |
| --- | --- |
| **Role** | **Name** |
| Chairman | Paul Woowat |
| Club Captain | Rachel Spruce |
| Vice Captain Men | Ben Hopwood |
| Vice Captain Women | Jackie Johnson |
| Vice Captain Adaptive | Christopher Boys |
| Vice Captain Junior | Ian Pigram |
| Secretary | Richard Warne |
| Treasurer | Danny Skillman |
| Boatswain | John Redmond |
| Safety Advisor | Rachel Morris |
| Welfare Officer | Emily Rowland |
| Membership Secretary | Rachel Tasker |
| Social Secretary | Olivia Stevens |
| Fun Raising Coordinator | Carolyn Turner |
| Marketing and Sponsorship | Mark Starling |

All nominees for committee roles were proposed and seconded by qualifying voting members Club officer roles are appointed by the committee and also listed above.

1. AOB

The following additional points were raised at the end of the meeting –

1. Peter Turner raised the concern that it was important given the timescales of development which was unlikely to start until next year that the current fabric of the building was maintained.
2. Ian Pigram handed over a cheque form the junior squad of monies raised £1737.37 for the benefit of the club.
3. The Secretary indicated that the old committee had considered whether it would be good to amend the constitution to broaden voting rights to Junior members aged 16-18. A number of members spoke in support of this idea so it was agreed that this would be considered by the new committee and any necessary changes could be voted at the next General Meeting of the club.
4. James Sadler asked if any changes to the charitable status would require a changed to the constitution. Danny Skillman reported that the club was still seeking advice on this point.
5. Rachel Morris reported that British Rowing had a high regard for Guildford Rowing Club and noticed all the contributions that the club was making to rowing, especially in relation to adaptive and junior rowing.

There being no further business, Paul W closed the meeting at 9.45.