Annual General Meeting Minutes

Wednesday 9th December 2015. 10.30am

Nottingham Conference Centre; Burton St, Nottingham NG1 4BU

1. Introduction:
   a. The meeting opened at 10.31am.
   b. Chair’s welcome: Richard Harwood highlighted that 10 members are required for quorum. All member had received personal invites to the Annual General Meeting.
   c. Attendance: Richard Harwood, Keith Senior; Paul Goodman; Fran Williamson; Sue Holland Leavens.
      i. Team Members present: Ben Rossi; Lisa Morton-Smith; Ann Bell; Sam Turner; Sarah Livesey; Katy Johnson; Claire Herrick; Rachel Ward; Ali Talbot.
   d. Apologies: Terry Bowles; Damian Gentleman; Terry Gentleman; Alex Goodman and Sally Goodman; Cheryl Pinder and Marianne Burchell.

   a. The Chairman asked all present to adopt the minutes and these were agreed and approved.
   b. Matters Arising: No matters arising was raised.

3. Election of Honorary Officers – Treasurer. Jeremy Pratt has stood down from the Treasurer role in 2015. Paul Goodman was nominated to stand as Treasurer as he is the new Chairman of the Finance, Fundraising and Marketing Sub Committee. Keith proposed Paul Goodman and Sue Holland-Leavens seconded.

4. Election of Honorary Officers / Directors.
   a. Terry Bowles has stood down from the Board and as Vice Chairman after 20 years of service to Cerebral Palsy Sport. In accordance with the Articles of Association, six Directors can be elected by the Board and six members by the members. A National recruitment process has been undertaken to select new members to the Board. The Chairman provided an overview of the selection and recruitment process that has been undertaken with 11 applications received; 9 meaningful applications were shortlisted and 7 prospective candidates were
interviewed to assess and match the skills and attributes needed for the future development of the Board. 6 new Board members will be recommended to the Board of Directors meeting on December 9\textsuperscript{th} 2015. Board member and team member profiles will also be added to the Cerebral Palsy Sport website in January 2016 to provide members with more information about the Board and team in the charity.

5. Chairman’s Report for 2014
   a. Richard Harwood delivered the following Chairman’s report for 2014:

   “Recent events and developments in disability sport have presented us with an ideal opportunity to move the charity into a new era and carry out some of the changes that have become necessary because of our steady expansion over the years.

   Our role within disability sport is very clear. We work with the governing bodies, county sports partnerships and Sport England to introduce and engage those with cerebral palsy to sport. We do this through a range of grass root development programmes.

   This is carried out in a structured manner with a team of sports development officers representing athletics, bowls, swimming, football, table cricket and a junior development programmes across the country. Some of our innovations this year have included the development of a new brand for the sports programmes including SwimStart and Football Kickstarts. We have also developed a new form of football called Frame Football which has been approved by the FA and is being well supported in its first year.

   This year we have increased participation at all levels but particularly at grass root levels. Our activities are being offered in new regions of England than previously to offer youngsters participation opportunities in their home areas most often.

   I am confident that our hosting the Nottingham 2015 CPISRA World Games in August 2015 will further raise our profile and provide a memorable experience for our 100 or so members who will have the chance to represent England.

   These changes have taken a huge commitment from the whole team headed by our CEO Alison Talbot all of whose efforts are very much appreciated. Our sincere thanks go to all the volunteers who have supported our activities and events as we could not deliver them without our volunteers. Also thanks go to the Board of Trustees who have given their time to help and support the team this year.

   These are challenging times for a charity from a financial point of view and we could not operate at the current level without the individuals, charitable trusts and organisations who generously support us. It is essential that every penny of the money we raise be put to the best possible use. Although we have made a small loss in the financial year, I believe Cerebral Palsy Sport is in good shape to tackle the challenges ahead, both immediate and long term and look forward to a very exciting and rewarding future.”

   b. The Chairman thanked the three Board members who have stood down during 2015.
i. Terry Gentleman was very active during the setting up of Cerebral Palsy Sport from Scope and for Boccia to become independent. He was also very heavily involved in the devolution of Boccia England. Terry was thanked for his service to Cerebral Palsy Sport.

ii. Jeremy Pratt gave tireless hours of service to CP Sport with fundraising and his volunteering. Jeremy also chaired the Finance and Fundraising Sub-Committee for nearly two years and raised over £8,000 for CP Sport during his time involved in the charity and still remains a member. Jeremy was thanked for his service to Cerebral Palsy Sport.

iii. Terry Bowles has given 20 years of tireless service to Cerebral Palsy Sport supporting the marketing and promotion of the charity, producing annual reviews and also supporting the Finance, Fundraising and Marketing Sub Committee. Most recently Terry provided invaluable support to the team during the Nottingham 2015 CPISRA World Games. Terry was thanked for his service to Cerebral Palsy Sport.

6. To consider the CP Sport Annual Reports and Financial Statements: Year Ending 31\textsuperscript{st} December 2014.
   a. The Chairman reflected that this was a year of significant transition and it was an important year as we changed the financial year end so the reports reflect 16 months figures rather than 12 month with a new financial year end of 31\textsuperscript{st} December 2014.
   b. The focus still remains on increasing the income and this was increased by 30% through the grants income and fundraising in 2014. There has also been a focus on reducing costs and in 2014 the costs reduced by 11% through looking at operational savings through IT; overhead services and more effective operations.
   c. Ann Bell asked if we made a loss in 2014 and Chairman responded that yes there was a loss of £27,000 as reported in the accounts. The Chairman reflected that the organisation still has reasonably healthy reserves but there is key priority on building up these reserves for 2016 and 2017 as well as developing new income streams and also

7. Motion to consider not appointing Auditors for 2015 due to new Charity Commission Audit Threshold Guidance.
   a. The Charity Commission has changed its guidance that the threshold and the Chairman viewed that we whilst we are not required to undertake a formal audit, the Board felt it was appropriate to still undertake this valuable process. However it was recognised that the current audit costs were expensive and that the Finance and Fundraising Sub Committee have agreed that there will be a formal tender process for the audit services for 2016.

a. Lisa Morton Smith provided an overview of the Learning Resources that the team have worked very hard on the learning resources being launched. The first two are the learning resources to be launched are for Racerunning and Frame Football. The resources are introductory guides to the new adapted sports and these resources have been developed by the sports development team and also working with key professional partners.

b. The learning resources will be developed across a range of sports including bowls, table cricket, polybat and swimming as well.

9. Any other business
   a. Honorary membership
      i. Sue Holland Leavens proposed that Terry Bowles and Jeremy Pratt should be offered an honorary membership of the charity. Ann Bell raised the issue that Shirley Hughes should be offered an honorary membership for her years of service to the charity. The CEO highlighted that the team will be looking at reviewing our Patrons; Ambassadors and membership programme including honorary membership in the spring of 2016 as part of the 2016 Service Delivery Plan.

10. Meeting close: the Annual General Meeting closed at 11.17am.