

ANNUAL GENERAL MEETING

Tuesday 21 February 2023, 7.30 pm

Craigswood Sports Centre, Livingston

Agenda

- Approve minutes of previous AGM
 - *(See appendix)*
- Report on activities of club
- Approve annual accounts
 - *(See appendix)*
- Review membership fees
 - *No changes proposed*
- Election of charity trustees
 - *(Alistair Dalglish, Carrie-Anne Tugman, Debbie Mairs, Gillian Zelazny, Nick Robshaw, Pauline Macmillan, Liz Power)*
- Appointment of independent examiner
 - *(Rebus Bookkeeping)*
- Consider any motions submitted
 - *(Changes to Constitution proposed by Board of Trustees – see appendix)*

**Minutes of AGM of Livingston Athletic Club
Held on Wednesday 27 November at 8.45pm
at Craigswood Sports Centre**

1. Attendees

See separate sheet

2. Chairperson's report

Alistair Dalglish (AD) welcomed everyone to the meeting. AD thanked the coaches, coaching assistants, team managers, trustees, officials, parents, club captains, athletes and everyone else who has helped for their contribution to the club over the last 12 months.

AD highlighted that 2018/19 had again been a very successful season for the club, both on and off the track with highlights being Sarah Calvert's GB selection, Isla Calvert's record-breaking performances, being West Lothian Club of the Year, achieving Active Plus accreditation and Pat Hockley's 40 year service award.

3. Minutes of previous AGM

These were approved with no changes required.

Proposed MF Seconded JM.

4. Annual Accounts

It was noted that there was a £14,000 surplus.

Approved (20 in support 0 against)

5. Review Membership fees for 2020

The board proposed that the membership fees be increased as follows: 1 session per week £16; 2 sessions per week £23; 3 sessions per week £25

Approved (17 in support 0 against)

6. Election of charity trustees

The board are proposing the re-election of Alistair Dalglish, Debbie Mairs, Julia Morris, Viv Allison and Marion Fairley as trustees of the charity.

Approved (16 in support 0 against)

7. Appointment of independent examiner

The board proposed that Ceri Jackson de Azevedo, Rebus Bookkeeping is appointed as the independent examiner of our financial report.

Approved (19 in support 0 against)

8. Changes to constitution

The following changes were proposed by the Board

Clause 2

Current Clause

The principal office of the organisation will be in Scotland (and must remain in Scotland), and operate in Livingston, West Lothian and shall be affiliated to the governing body – Scottish Athletics.

Proposal

Clause to be changed to:

The principal office of the organisation will be in Scotland (and must remain in Scotland), and operate in West Lothian and shall be affiliated to the governing body – Scottish Athletics.

Clause 29

Current Clause

The board must arrange a meeting of members (an annual general meeting or "AGM") in each calendar year.

Proposal

Remove this clause and renumber subsequent clauses.

Clause 87

Current Clause

No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is five **[5]** charity trustees, present in person.

Proposal

No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is four **[4]** charity trustees, present in person.

Clause 113

Current Clause

The Treasurer keeps correct accounts showing the financial affairs of the Club and must arrange for their scrutiny by an independent financial examiner at the end of the financial year – 31st October.

Proposed Clause

The Treasurer keeps correct accounts showing the financial affairs of the Club and must arrange for their scrutiny by an independent financial examiner at the end of the financial year – 31st March.

Approved (18 in support 0 against)

Changes to Constitution proposed by Board of Trustees

<p>Clause 18</p>	<p>Current Clause - The membership subscription shall be recommended by the Board of Trustees and decided upon by the members at an AGM and will be payable in January of each year.</p> <p>Proposed Clause - The membership subscription shall be recommended by the Board of Trustees and decided upon by the members at an AGM.</p> <p>Rationale - Update to reflect current operating procedures, with monthly rather than annual subscriptions.</p>
<p>Clause 19</p>	<p>Current Clause - Only fully paid up Members may perform in the name of the Club, vote and take part in Club activities.</p> <p>Proposed Clause - Only fully paid-up Members, as outlined under clauses 13 and 14, may perform in the name of the Club, vote and take part in Club activities.</p> <p>Rationale - Remove ambiguity and link related clauses.</p>
<p>Clause 28.2</p>	<p>Current Clause - Any member who fails to pay their fees by the date required shall forfeit their right to representation on the board and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.</p> <p>Proposed Clause - Any member who cancels their direct debit mandate and fails to pay their monthly fees shall forfeit their right to representation on the board and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.</p> <p>Rationale - Update constitution to reflect current operating procedures, with monthly rather than annual subscriptions.</p>
<p>Clause 52</p>	<p>Current Clause - Minutes of members' meetings must include the names of those present; and (as far as possible) should be signed by the chairperson of the meeting.</p> <p>Proposed Clause - Minutes of members' meetings must include the names of those present; and be proposed and seconded at the following meeting.</p> <p>Rationale - Update constitution to reflect current operating procedures.</p>
<p>Clause 56</p>	<p>Current Clause - A person will not be eligible for election or appointment to the board unless he/she is a full member of the Club.</p> <p>Proposed Clause - A person will not be eligible for election or appointment to the board unless he/she is a full member of the Club, as outlined under clauses 13 and 14.</p> <p>Rationale - Remove ambiguity and link related clauses.</p>
<p>Clause 97</p>	<p>Current Clause - The board minutes to be kept under clause 96 must include the names of those present; and (as far as possible) should be signed by the chairperson of the meeting.</p> <p>Proposed Clause - The board minutes to be kept under clause 96 must include the names of those present; and be proposed and seconded at the following meeting.</p> <p>Rationale - Update constitution to reflect current operating procedures.</p>