



TVOC 2017/2018 AGM: DRAFT Minutes

Held on Saturday November 17th 2018 at 6:00pm at Brill Memorial Hall, Church Street, Brill, HP18 9RT

Apologies for absence

- Heidi Lloyd
- Alun Jones
- Chris Poole
- Bob and Pattie Beresford
- Jenny Thompson
- Paul, Gill, Joel & Nathan Taylor

1. Present

Neville Baker (Chair) Martin Ricketts (Treasurer) John Dalton (Secretary) Marie-Anne Fischer (Membership Secretary) Robin Bishop Simon Kippin Louisa Kippin Jon Wheatcroft Glynis Wheatcroft Sue Buxton	Ian Buxton Peter Narramore Yvonne Hodson John Thompson John Spence Mary Spence Seamus Cunnane Roger Thetford Alison Smith
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2. Approval of Minutes of Previous AGM

Proposer that the previous year's Minutes be accepted:
Secunder:

Marie-Anne Fischer
Sue Buxton

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

Treasurer

- Report
 - The Treasurer handed out copies of the TVOC Balance Sheet and Income and Expenditure statements for the year ending 31st August 2018
 - The accounts have been independently reviewed and recorded as giving a true record of the TVOC finances on 17th November 2018 by G Spalton.
 - A copy of the approved accounts is 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:
Secunder:

John Farren
Yvonne Hodson

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

Proposer to approve arrangements for auditing:
Secunder:

John Farren
Ian Buxton

Membership Secretary

- The Membership Secretary's comments are recorded at the bottom of this document

- The Membership Secretary handed out a summary report of TVOC Membership for 2018 during the meeting. This report is provided as an attachment to this document.

4. Proposal to update TVOC Constitution

The TVOC Constitution currently makes no reference to on-line or telephone banking facilities. A draft section 9. of the constitution with proposed additions in red to address this omission follows, and is proposed for agreement at the AGM:

9. The account of the Club shall be maintained in such Bank as the Treasurer shall from time to time think fit. There shall be three signatories on the account. These will normally be the Chairman, Treasurer and Secretary. If one of these posts is vacant, any other officer of the Club may be named as a signatory, until such time as the vacant post is filled. Any cheque drawn on the bank account **and any on-line or telephone banking transactions** shall be signed or **authorised** by any two of these signatories.

An alternative proposal was tabled during the meeting:

9. The account of the Club shall be maintained in such Bank as the Treasurer shall from time to time think fit. There shall be **at least** three signatories on the account. These will normally **include** the Chairman, Treasurer and Secretary. Any other **member** of the Club may be named by the **officers of the Club** as a signatory. Any cheque drawn on the bank account **and any on-line or telephone banking payments** shall be signed or **authorised** by any two of these signatories.

Proposer to this alternative proposal:
Secunder:

Jon Wheatcroft
Marie-Anne Fischer

Proposer that this alternative proposal be accepted:
Secunder:

Alison Smith
John Farren

This alternative proposal was **ACCEPTED UNANIMOUSLY** by vote.

5. Election of officers for 2018-19

Role	Nominations	Proposer	Secunder	Elected
Chair	Neville Baker	John Dalton	John Thompson	Neville Baker
Vice Chair	Chis Poole	Yvonne Hodson	Ian Buxton	Chris Poole
Treasurer	Martin Ricketts	John Thompson	John Spence	Martin Ricketts
Secretary	John Dalton	Neville Baker	Marie-Anne Fischer	John Dalton

6. Any other business

Yvonne Hodson thanked all officers of the club for their efforts.

John Dalton thanked Ian Buxton for all his efforts in editing and producing the TVOiCe magazine for another year. Ian commented that he would be stepping down as Editor after the next edition, following 10 years in the role.

At 6:51pm the meeting was closed.

Chair's Report for 2017/18: Neville Baker

Firstly, thanks to everyone in the club who has put events on during the year. This has often required diligent efforts given the very difficult snow and wet weather conditions we encountered during the spring this year. Such issues were very well handled.

In terms of events, we ran the Southern Night Championships in early December at Penn, along with a Level C event the next day.

We had to postpone the Chiltern Challenge from April to May.

In addition, we ran two further Level C events, both of which were urban in nature (Abingdon and Halton).

We also ran 8 Saturday Series events, 8 Oxford Street events, and 7 Summer Series events.

In the past, TVOC used to organise the Chiltern Challenge, and perhaps only 4-5 other colour-coded events. This year's efforts show a much greater number, and a greater mixture of events than ever before. This also reflects the reaching out to the public much more than we used to accomplish.

Thanks very much to Heidi Lloyd for her efforts at re-branding the club. It is very satisfying to look like a proper club at events!

Finally, thanks to Sue Buxton for organising tonight's dinner.

Treasurer's Report to 31st August 2018: Martin Ricketts

The Treasurer provided copies of the Income and Expenditure, and the Balance Sheet for the year ending 31st August 2017.

The accounts have been independently reviewed and recorded as giving a true record of the TVOC finances on 17th November by G Spalton.

The Treasurer made the following comments:

- Total income for the year was £21,459
- Total expenditure was £19,826
- The overall surplus for the year was therefore £1,632

In terms of income:

- New, local membership was down to £195 (from £647 the previous year). However, this might be related to more people joining on-line.

In terms of expenditure:

- The Newsletter costs were similar to the previous year
- Our EMIT and computer costs were up to £2,689 (from £538 the previous year). However, we invested significantly in replacing batteries in most of our EMIT control units during the year. Excluding this cost of £2,019, these expenses were about the same as the previous year
- Software licenses were down to £120 (from £678 the previous year). However, further investment in upgrading OCAD licenses will be incurred during the current year

Regarding events:

- Summer Series
 - Similar income and expenses as the previous year

- Saturday Series
 - The 2016/17 and 2017/18 figures are not directly comparable as it was decided this time to include just central expenses and net income paid into the main account.
 - This omits £3,500 of income spent by the series co-ordinator in his year to June, so the total income for the year is estimated to be about £5,700, and comparable with last year.
 - Separate accounts are available for the Saturday Series.
- Chiltern Challenge
 - The income figure of £5,548 is inflated by £600 of entries from people who could not make the rearranged date, and to whom refunds were made.
- Total event income was down by about £3,000 over the previous year
- All events made a good surplus
- TVOC also received a £900 donation from British Orienteering in lieu of support to the British Middle Distance Championships in October 2017

Cash

- TVOC currently has £21,800 in deposit
 - Though this includes a deposit held by Oxford City Council for future land permission

Other Assets:

- Total assets are up about £900 to £30,259 (from £29,338 the previous year)
- The value of our un-sold club kit has been reduced to £175 (from £845 in the previous year) in light of the actual stock position

The accounts were reviewed and accepted as a true representation of TVOC accounts by G. Spalton from Octavian Droobers on 17th November 2018.

A copy of the approved and signed accounts is attached with these Minutes.

Summary of Membership Secretary's Report for 2017/18: Marie-Anne Fischer

We currently have about 250 members.

At the beginning 2018 we lost 60 members who didn't renew

- This includes 7 families (with children) who did not renew.
- 24 people had joined in 2017 but did not renew for 2018. These people might be people who allowed their membership to lapse after enjoying one year of the Saturday Series of events

78% of new members joined on-line last year. Of the remaining 22% who joined using paper forms, all were families.

8 new members have already joined for 2019, making use of 2 months extra British Orienteering membership for joining now.

It seems that only a small number of family members stay with us for the longer term as active members.

A Membership Secretary tabular report is included as an attachment with these Minutes.