



WOKING BLACKHAWKS BASKETBALL CLUB

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Minutes of the Woking Blackhawks Basketball Club AGM Tuesday 22nd June 2021

Venue: Zoom (Videoconference)

Present: Dan North (meeting Chair), Russell Fernandes, David Kingstone, Jenny Marshall, Martin Marshall, Alex Fogarty, Iain Taylor, Annabelle Hardiman (Secretary)

Apologies: None

ITEM NO.	NOTES	ACTION
The meeting commenced at 8:00pm.		
1.	<p>Welcome from the acting Chair</p> <p>Dan North welcomed everyone to the 2021 Annual General Meeting of the Woking Blackhawks Basketball Club. It was confirmed that the meeting was quorate.</p> <p>Whilst limited basketball had taken place during the season due to the COVID pandemic and restrictions on play, the Executive Committee had met on 7 occasions during the year to discuss a number of initiatives that would be reported on later in the meeting.</p> <p>Dan highlighted that the Club continued to operate without a Chairperson, a role which urgently needed filling.</p> <p>Special thanks were expressed to Martin Marshall for all his work over the season, in particular for serving on the Executive Committee, for acting as the Club's COVID Officer and for leading the Executive Committee's efforts to secure its own basketball facility.</p> <p>The Club's reliance on volunteers was also emphasised. Anyone able and willing to assist the Club in any role should contact a member of the Executive Committee.</p>	
2.	<p>Minutes of previous meeting</p> <p>The minutes of the 2020 AGM were discussed and accepted as a true record of the meeting.</p> <p>The actions from the last meeting were reviewed. Dan reminded the meeting that the Executive Committee had investigated a variety of options for the Club to receive some form of charitable status during the previous season and had concluded that it was not feasible for the Club to pursue any of the options.</p> <p>There were no matters arising.</p>	



<p>3.</p>	<p>COVID Report</p> <p>Martin Marshall, as COVID Officer, provided a report of the measures that the Club had taken to ensure the health and safety of players, coaches, parents and volunteers during the COVID-19 pandemic, which were in line with Government guidelines and the Return to Play guidance published by Basketball England and British Wheelchair Basketball.</p> <p>These measures proved effective, with only one case of COVID needing to be reported to Basketball England during the season. A handful of other cases had been identified amongst Club players that did not require reporting. Thanks were expressed to all coaches and team managers who had ensured compliance with the Club's policy.</p> <p>Under Basketball England's Return to Play guidance, training and competition was currently allowed at all ages (Level 1). It was anticipated that many of the measures being operated by the Club, including temperature checking prior to entering training venues, would cease once the Government had removed COVID restrictions more widely.</p> <p>British Wheelchair Basketball had recently made it a requirement, under Level 3 of its Return to Play guidance, for all players to carry out a lateral flow test at home before attending training.</p> <p>Thanks were recorded to Martin for his work over the season as the Club's COVID Officer.</p>	
<p>4.</p>	<p>Section Updates</p> <p>Dan, David and Russ presented an update on the Senior, Wheelchair and Youth Sections, respectively.</p> <p><i>Seniors</i></p> <p>Following a handful of training sessions at the start of the season, the Senior Section had returned to training on 17th May. Numbers had been high with former players returning as well as a lot of interest from new players. In line with previous seasons, 3 men's teams and one ladies' team had been entered into the Wessex League for the next season.</p> <p>The Senior Section had begun using myclubhouse (set up the previous year for the Youth Section) for registering players and taking payments.</p> <p><i>Wheelchair</i></p> <p>Following only two training sessions in September, the Wheelchair Section had returned to training on 12th June. A fairly small number of players had returned due to a reluctance amongst the team to return to sport under current Government restrictions. This was in line with the experience of other clubs and it was hoped that numbers would increase once Government lockdown restrictions eased.</p> <p>A few players had continued to pay their monthly fees throughout the season, despite no training taking place, to maintain funds, which allowed the Wheelchair Section to offer free sessions over the summer to encourage members to return. David expressed his thanks to Mat Riley</p>	



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	<p>and Alex Fogarty for the successful fundraising that had been achieved during the season.</p> <p><i>Youth</i></p> <p>Camps had been run over the summer (2020) which were popular. Training had begun at the start of the season and there was an expectation of National League games starting, however, play quickly stopped under lockdown restrictions. Training was resumed following the latest period of lockdown and many friendly games had been held and would continue over the summer.</p> <p>An increase in enquiries had been received from the U10 and U12 age groups. Youth fundamentals had continued, when possible, and were popular.</p> <p>A new portal, 'myclubhouse', was launched ahead of the 2020/21 season which had been very useful for communicating with players and parents and enabling payments to be stopped and re-started as necessary.</p> <p>Two new Level 3 coaches had joined the team of coaches in the Youth Section.</p> <p>Russ informed the meeting of three new roles that were being created within the Youth Section: Lead National League Coach, Lead Local League Coach and Lead Team Manager. The Lead National League Coach would mentor National League coaches and offer coaches development plans to improve their coaching. Each Lead would report to the Head of Section and reflected how other Club's operated.</p> <p>Strength and conditioning sessions had taken place via zoom during the season, in particular when it was not possible for teams to train. These would continue in live form, with the aim for all teams to have one session every two weeks.</p> <p>The Youth Section were also planning to roll out a school's programme, to increase interest amongst the younger ages and increase Club membership.</p> <p>A shooting machine had recently been purchased by the Club, using money received from grants, with the aim of enhancing players' shooting.</p> <p>Looking forwards, the Youth Section were discussing the appointment of a coaching mentor in association with Kingston Knights. For the first time in Club history, two girls' teams were being entered into the National League for the 2021/22 season.</p> <p>The Youth Section had developed a number of new referees and players were being encourage to attend a Level 2 table officiating course.</p>	
<p>5.</p>	<p>Treasurer's Report</p> <p>Alex Fogarty presented her report of the Club's accounts and finances.</p> <p><i>Bank Balances as at 31 May 2021:</i></p> <p>Main Account: £939.83</p>	





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Seniors Account: £6,608.37

Wheelchair Account: £5,904.77 (of which c.£4,300 was donation money)

Youth Account: £18,810.40 (of which c.£4,500 was donation money)

Donations

The Executive Committee had agreed to appoint Mat Riley in the summer 2020 to assist with the Club's fundraising (10% of all donations awarded paid to Mat). This has proved successful, with a total of £16,995.12 being received in donations during the year, all of which were for specific Sections and/or activities:

Main account

- Easy fundraising: £95.12
- Sports England: £5,500 – for basketballs, cones, bibs, towards the shooting machine, coaches.

Wheelchair Section

- Local Giving - Magic Little Grants: £500 for storage facilities
- £3,000 - used towards a shooting machine for the Club
- Community Foundation for Surrey: £5,000 - for 2 coach's courses, ladies team kit, servicing of wheelchairs and towards the storage facility
- £100 used for COVID related supplies (thermometers, gel, wipes etc for all the whole Club)

Youth Section

- Woking Council: £500 towards court hire for youth fundamentals and support for the youth programme

Further donations pledged, which would be received once items had been purchased:

- Woking Council: £4,500 - towards the shooting machine, a livestream camera and balls
- Bruce Wake Trust: £2,000 - towards the shooting machine

Cash Floats and Scrutineer

Alex explained that various teams within the Club held cash floats. There was a desire to move away from cash floats so that a full audit trail of payments could be maintained and facilitate the scrutineer of the accounts.

BE credits

Basketball England had credited the Club for registrations of tournaments and dual registrations (for coaches etc) to the sum of £450. £80 had also been refunded in respect of National League players not returning next season. All other National League licences had been carried over to next season.

Myclubhouse and Gocardless

Myclubhouse had been set up in 2020 as an administration and payment platform for the Youth Section. The platform facilitated communications and the sharing of information with players/parents, for players to register



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for sessions and for the electronic payment of subs. The Senior Section had been added in May 2021 but until 20 June 2021, subs had been paid into the Youth Section bank account. As a result, £218.51 of the Youth balance was Senior funds.

Noticeable changes from the accounts last year:

Income– overall surplus of c.£3,300 from the last tax year

- Donations: An astounding £16,995 had been received this tax year (up from £9,600 in the last tax year).
- Camps: Net income from youth camps that had taken place over the summer 2020 was up c.£1,700.
- Subs: Down significantly this season (by 64%) due to the limited play that had taken place.

Expenditure - equivalent to last tax year

- Court hire: Dropped by 65% (in line with the subs received)
- Equipment: A shooting machine had been purchased at a cost of £7,700, through donations from Woking Council, Woking Community Fund and the Bruce Wake Wheelchair fund. It is for the Club as a whole and will be stored at Woking College.
- Storage Costs: A new cost for the storage of wheelchairs, primarily, and other items at a cost of over £220 per month. All costs had been covered by donations to date however, a cheaper solution was being sought.
- Gocardless fees: A new cost for the Senior and Youth Sections following the implementation of myclubhouse and gocardless.

Other outstanding points:

- Senior Section: There was a remaining balance of £533.20 to be paid by a former Club member to fix a broken door at Woking College. The Executive Committee had contacted the individual however, as he was not able to work during the season due to COVID, no further payments had been made. The matter was being pursued.
- Recognising that no one should be excluded from basketball on a financial basis, a statement would be added to the website and myclubhouse to encourage individuals in financial difficulty and unable to meet the cost of subs to approach the Head of the relevant Section.

Approval of the accounts were proposed by Martin, seconded by Russ, and accepted for signing.

The Executive Committee would meet to consider the appropriate transfer of funds from each of the section accounts to the main account, for the purpose of the contingency fund.

Thanks were noted to Alex for her diligence to the Treasurers role over the season and work with Mat on fundraising.

Martin

Annabelle





6.	Amendments to the Constitution No amendments to the Constitution had been proposed.	
7.	Election of Officers The following individuals were proposed and accepted: <ul style="list-style-type: none">• Secretary: Annabelle Hardiman• Treasurer: Alex Fogarty• Head of Youth Basketball: Russell Fernandes (noting that this would most likely be his final year)• Head of Seniors Basketball: Dan North• Head of Wheelchair Basketball: David Kingstone All officers were elected unopposed. Chairperson: No nominations had again been received and role would therefore remain vacant, however, needed filling as a matter of urgency. The Executive Committee was authorised to appoint a Safeguarding Officer(s) and a Data Protection Officer, with the following being re-appointed as Safeguarding Officers: Andy Vale (Youth); Lisa Bhaura (Seniors); Paige Mullins (Wheelchair). The Executive Committee had agreed not to appoint a Data Protection Officer to date.	
8.	Registration fees for 2021/22 season In accordance with previous seasons, it was agreed that registration fees for 2021/22 would be set by individual sections and noted by the Executive Committee. It was noted that Dan had been approached by a member of the Club for the Club to reconsider the fees for the younger age groups.	Executive Committee
9.	“Towards a Blackhawks Basketball Centre” Martin provided a report of the work the Executive Committee was doing to seek funding for a Blackhawks Basketball Centre. A “Towards a Blackhawks Basketball Centre” business proposal had been written and shared with Basketball England, local councillors and other individuals and organisation for comments. An idea had also been logged on “You Fund Surrey” to raise awareness that the Club was seeking to develop its own centre. The Club was faced with two main issues, firstly finding a location to build a basketball centre, secondly funding. Once a possible venue had been located, it was anticipated that securing funding would be easier. The Executive Committee had also been speaking to a number of local schools, including Woking High and Greenfield School, both of which had plans to build new sports halls on their respective sites. Greenfield School	



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	<p>was further along in its plans, with the sports hall due to open in 2022, and any agreement reached with the school would be on a similar basis as the Club's existing arrangement with Woking College.</p> <p>Thanks were expressed to Martin for his work so far in drafting the business proposal and driving it forward.</p>	
10	<p>Any Other Business</p> <p>Dan raised a suggestion that the Club adopt the new logo that had been created during the season by the Youth Section as the Club's official logo. It was agreed to discuss at the next meeting of the Executive Committee.</p> <p>There being no further business, Dan thanked everyone for attending and closed the meeting.</p>	
The meeting ended at 9:30pm		