



# Minutes of the Woking Blackhawks Basketball Club

## Annual General Meeting

Thursday 29<sup>th</sup> June 2022, 7.30pm, via Zoom

### Present:

Executive Committee Members: David Kingstone (Head of Wheelchair; meeting Chair), Dan North (Head of Seniors), Russell Fernandes (Head of Youth), Alex Fogarty (Treasurer), Martin Marshall, Annabelle Hardiman (Secretary)

Club attendees: Jenny Marshall, Brett Greenwood, Wael Elazab, Erol Yesildal, Miguel Francis

Apologies: None

ITEM NO.	NOTES	ACTION
The meeting commenced at 7:30pm.		
1.	<p><b>Welcome from the acting Chair</b></p> <p>David Kingstone welcomed everyone to the 2022 Annual General Meeting (“AGM”) of the Woking Blackhawks Basketball Club (the “Club”). David reminded all attendees that the position of Chair of the Club continued to be vacant, and the three Heads of Sections were therefore, rotating the role of the Chair. It was confirmed that the meeting was quorate.</p> <p>David informed attendees that the Executive Committee had met four times since the last AGM, as required by the Club’s Constitution. Meetings had taken place virtually and the minutes were available on request.</p>	
2.	<p><b>Minutes of previous meeting</b></p> <p>The minutes of the 2021 AGM, held on 22 June 2021, were considered and accepted as a true record of the meeting.</p> <p>The actions from the last meeting were reviewed and noted as complete. David highlighted that the minutes also referenced that the Executive Committee would consider a potential new logo for the Club, and confirmed that a new logo had been adopted prior to the 2021/22 season starting.</p> <p>There were no matters arising.</p>	
3.	<p><b>Treasurer’s Report</b></p> <p>Alex Fogarty presented her report of the Club’s accounts and finances.</p> <p><b>Bank Balances as at 31 May 2022</b></p> <p>Main Account: £2,499.66 (of which approx. £1,500 is donations) Seniors Account: £5,126.75</p>	

Wheelchair Account: £4,661.47 (of which approx. £1,000 is donations)  
Youth Account: £13,993.67 (of which approx. £2,800 is donations)

### ***Change of bank account***

Alex informed attendees that, due to HSBC introducing a new £5/month charge for all accounts despite their 'charity' status, the Executive had agreed to move from HSBC to Metro where there was currently no annual charges. This had been implemented during the year.

### ***Donations***

In total, £13,811.40 had been received in donations during the year. All donations were for specific sections and/or activities:

- Easy fundraising: £64.40.  
Attendees were reminded to shop via Easyfundraising if shopping online:  
[https://www.easyfundraising.org.uk/causes/wokingblackhawks/?utm\\_campaign=raise-more&utm\\_content=w1](https://www.easyfundraising.org.uk/causes/wokingblackhawks/?utm_campaign=raise-more&utm_content=w1)
- Woking Community Fund: £4,350 towards the cost of the shooting machine and a livestream camera for the youth section (purchased)
- Clubs in Crisis: £2,021 towards running costs, including court hire and coaches (partly spent)
- Arnold Clark Community fund: £1,000 towards running costs for Youth Fundamentals
- Barchester Charitable Foundation: £1,000 towards a new, larger wheelchair for the Wheelchair section (cost of new larger wheelchair around £4,000)
- Versus Arthritis: £5,376 towards the cost of court hire and servicing of wheelchairs

### ***BE license fees***

Alex highlighted that Basketball England had recently announced their license fees for the 2022/23 season, which represented a considerable increase from the prior season. These may result in player subs being increased by certain sections to cover costs.

### ***Accounts***

The accounts had been reviewed by a Scrutineer.

### ***Noticeable changes from the accounts last year:***

A limited amount of basketball had been played in the previous season due to the COVID-19 pandemic, and the accounts were not therefore easy to compare against the previous year.

Income:

- Camps: Youth camps had started up again and raised around £4,000
- After school clubs: These had also started up again, with four taking place during the year, raising around £4,300

	<p>Expenditure:</p> <ul style="list-style-type: none"> <li>• Court hire: Hourly rates had increased at a few of the venues used by the Club, and would continue to do so due to the current economic climate – specifically utility rates increasing so much. School availability had been limited for an additional, extended period of time over exams, again due to COVID-19, forcing the Club to use more expensive venues.</li> <li>• Kit: All sections had purchased new kit during the season. The Wheelchairs’ kit purchase was made through donations received the previous season (2020/21).</li> <li>• Storage costs: Spare wheelchairs continued to be stored, together with other ad hoc items for the Seniors and Youth sections, in a storage unit. Costs to date had been met by fundraising donations. The cost is just under £2,000 per annum.</li> <li>• Gocardless and stripe fees: This was the second year of these costs being incurred – by the Seniors and Youth Sections – for the use of Myclubhouse. This season the total cost of the fees was approx. £1,800.</li> <li>• Bank charges: Mid-season, HSBC started charging £5 per month per bank account (across each of the Club’s four accounts). Charges totalling £105 were therefore, incurred over the year. These charges will not continue following the move to Metro.</li> </ul> <p>Other outstanding points:</p> <ul style="list-style-type: none"> <li>• 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 maintained contact with the individual following the COVID-19 pandemic, however, no payments had yet been made. The matter would be pursued.</li> <li>• Alex reminded attendees that anyone in financial difficulty and unable to meet the cost of subs should approach their Head of Section, to ensure that no-one was excluded from basketball on a financial basis.</li> </ul> <p>Alex explained that various teams within the Club continued to hold cash floats for certain payments, e.g. referee expenses. The scrutineer had once again requested that, where possible, teams move away from cash payments so that a full audit trail of payments could be maintained and facilitate the scrutineer of the accounts.</p> <p>No questions were raised on the accounts.</p> <p>The accounts were approved and accepted for signing.</p> <p>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.</p> <p>Thanks were noted to Alex for her diligence to the Treasurer’s role over the season and, in particular, the additional time that had been spent successfully applying for grants.</p>	<p>Annabelle Hardiman</p> <p>Executive Committee</p>
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<p>4.</p>	<p><b>Section Updates</b></p> <p>Dan, David and Russ presented an update on the Senior, Wheelchair and Youth Sections, respectively.</p> <p><i>Senior Section</i></p> <p>All four teams (three men and one ladies) had successfully reached the playoffs, with two reaching the play-off finals. The first men's team had also won the league, however, both the Mens 1 and Mens 2 teams had lost out in their respective playoff finals games.</p> <p>The Mens 2 team had also come runners up in the Karl Taylor Plate.</p> <p>Dan informed attendees that Ric McGill would be stepping down as ladies Head Coach, and a new coach was therefore needed for the next season. The ladies had grown in number over the season and there was a possibility of setting up a second ladies team for the following season.</p> <p>The men's side had also grown significantly so the intention was to register a fourth Open League team next, which would be coached by Dan and Paul Kelly.</p> <p>Fees would be increased next season in light of the increase in hourly court charges.</p> <p><i>Youth Section</i></p> <p>Russ shared that there had been mixed results amongst the youth teams, with some successes. There had been minimal successes in the Central Venue League ("CVL"), however, this had been expected.</p> <p>For the next season, a second U18 National League ("NL") team would be registered, due to the number of players moving up from U16.</p> <p>The Youth Section had intended to enter its first girls' NL squad in the 2021/22 season, but had to withdraw due to lack of player commitment. The girls set-up was now much more robust and the intention was to register two girls NL teams next season.</p> <p>The U10 squad would also be reinstated, and serve as a feeder for the boys and girls U12 teams.</p> <p>A number of the Club's players had taken part in Basketball England's Aspire programme, which provided training camps for talented 11-15 year olds. The Aspire programme had three stages:-</p> <p>Stage 1 – Regional skills camps</p> <p>Stage 2 – Super region camps</p> <p>Stage 3 – All-star tournament</p> <p>A few players had successfully reached Stage 2 however, none had been selected for the All-star tournament.</p> <p>Russ gave his thanks to Brett Greenwood for the work he had put into developing the schools programme, where they were hoping to add more coaches next season to expand the programme. The schools programme had played a big part in helping to increase the membership of the Youth Section, which had grown by around 50% over the year.</p>	
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Two existing coaches would be stepping down. Both were former Club players, which served as a testament to the culture of the Club, but were now pursuing careers outside of basketball.

Three new coaches had joined during the season and one new coach would be joining for the next season.

The Youth awards day was being held on 3<sup>rd</sup> July, at Winston Churchill, and all were invited to attend.

Russ confirmed that player subs would need to be increased to cover the higher license fees from Basketball England, the higher court costs, and recognising the Club's desire to pay coaches appropriately. Existing members had already been informed of this.

Wael Elazab enquired whether the increase in player subs was also the result of the greater number of teams that the Club was looking to register next season, and if so, what the justification was for doing so.

Russ explained that where the girls were concerned, no new teams were being created, but rather the two existing CVL teams would instead be registered in the NL. The costs of registering and playing in NL were significantly higher than CVL.

The same applied to the U16 boys where due to a lack of league structure at the regional level, the Club had proposed entering the NL instead.

Where other teams were being created, this was a reflection of the growth in player membership over the season and to ensure all players had access to a team, at both the local and national level. The Club was however, seeking to create efficiencies by joining some training sessions together.

Russ also confirmed that no price increases had been made in the preceding three seasons, and were necessary to reflect the higher court and license fee costs. The Club's 'all-encompassing' fee structure also meant that no additional fees would be incurred by players during the year, as opposed to other Clubs that charged additional subs for events such as friendlies.

#### *Wheelchair Section*

David provided a report of the Wheelchair Section, which this year had one team, with 12 registered players. The team finished 4<sup>th</sup> in NL division 2 with 8 wins and 6 losses. The team could have expected a better result given the quality of some of the players.

The intention was to enter two teams next season, although a few more players, with a variety of classifications, were still needed to achieve this.

David confirmed that he had stepped down from coaching the following season, and was awaiting confirmation from two potential new coaches as to whether they would take over.

Thanks to the funding that had been received during the season to cover much of the cost of court hire, player subs would be maintained at their current level next season. A significant amount of travelling was involved in

	<p>playing wheelchair basketball, and the increased cost of living and price of fuel was a concern for many players.</p> <p>David expressed his thanks to Alex for her efforts in securing fundraising for the Wheelchair Section over the year.</p>	
<b>5.</b>	<p><b>Amendments to the Constitution</b></p> <p>No amendments to the Constitution had been proposed.</p>	
<b>6.</b>	<p><b>Election of Officers</b></p> <p>The following individuals were proposed and accepted:</p> <ul style="list-style-type: none"> <li>• Secretary: Annabelle Hardiman</li> <li>• Treasurer: Alex Fogarty</li> <li>• Head of Youth Basketball: Brett Greenwood</li> <li>• Head of Seniors Basketball: Dan North</li> <li>• Head of Wheelchair Basketball: David Kingstone</li> </ul> <p>All officers were elected unopposed.</p> <p>Thanks were expressed to Russ for his service over the previous few years as Head of the Youth Section. It was recognised that considerable growth and development had been achieved in the Youth Section under Russ' leadership, which had put the Youth Section in a strong position.</p> <p>It was noted that no nominations had again been received for the position of Chairperson and the role would therefore remain vacant. The Heads of Sections would therefore, continue to rotate as acting Chair, however, the position needed filling as a matter of urgency. Attendees were informed that the Executive Committee had posted an advert for the position on the Basketball England website.</p> <p>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.</p>	
<b>7.</b>	<p><b>Registration fees for 2022/23 season</b></p> <p>As already discussed in the meeting, Basketball England had announced an increase in license fees and most court costs were being increased due to rising utility rates. As a result, most sections would be increasing their fees next season. These would be agreed formally by the Executive Committee.</p>	Executive Committee
<b>8.</b>	<p><b>“Towards a Blackhawks Basketball Centre”</b></p> <p>David introduced the item, reminding attendees that the Executive Committee were seeking opportunities to build a basketball court/centre that the Club had ownership of, for which funding would be needed.</p>	

	<p>There was nothing major to report on this item, however, the Executive Committee were continuing to monitor possible opportunities, particularly with the increased demand on court time, the continuing issues of non-availability of the Club's usual training courts during holidays or exam periods, and the increase in court costs.</p> <p>A new court had been developed at Greenfields School, however, the court fees, even when reduced by 50% for voluntary organisations, were at present prohibitively expensive (circa £60/hour).</p>	
<p><b>9.</b></p>	<p><b>Any Other Business</b></p> <p>Wael Elazab enquired as to the operation of the Club's digital media, explaining that he worked in the field and was keen to contribute to the Club's needs.</p> <p>Russ explained that the Club's digital media consisted of various key elements:</p> <p>Instagram was a popular choice for many players in the Youth Section, however, needed a dedicated person to manage and create content (videos/photos). The Youth Section had sought to appoint someone to manage the Club's Instagram account but did not have the resources to pursue it. Brett Greenwood had created an account and was working with a design agency on templates for posts, which would be rolled out once the platform had been established.</p> <p>The Youth Section had a separate website to the Seniors and Wheelchair Sections, which needed tidying up. Andy Vale had been responsible for this but did not have the time to devote sufficiently to it.</p> <p>It was suggested that Wael attended the next meeting of the Executive Committee to discuss the Club's social media and digital presence in more detail.</p> <p>There being no further business, David thanked everyone for attending and closed the meeting.</p>	
<p>The meeting ended at 8:30pm</p>		