

WALSALL ARTISTIC ROLLER SKATING CLUB
**Minutes of the Annual General Meeting held at West Walsall E-
Act Academy on 29rd April 2017**



Present: Anna, Ashcroft, Karen Daker, Howard Shelley, Julie Southall-White, Julie White-Southall, Howard Shelley, Jeff Clark, Kerry Watkinson, Martha MacKinnon, Lee Mandry

Apologies : Carole Colclough, Sarah Myatt, Kerry Summers, Nicola Westwood, Dee Wilson

Minutes of the previous meeting and matters arising. Minutes of the previous meeting on the 23rd April 2016 were signed as a true record.

- Annual Reports from officer:

Chairman's report. The Chairman's report was presented to the committee. (**Appendix 1**) It was resolved:

- Membership fees be increased to £5 for all members
- Class Fees be increased by £1 per hour to £3
- Skate Hire to remain at £1 per session
- To look into collecting fees on a monthly basis by Palpal/Standing order/Direct Debit

Treasurer's report. The Treasurers report was presented to the committee along with the accounts for Jan-Dec 2016 and the budget for 2017 (**Appendix 2**).

- **Promotional Activities** – To continue as in previous years with Facebook and the Website
- Amendments to Constitution and Policies. No changed to be made to the club polices (see **Appendix 3**), However Howard Shelly to check if the constitution needs amending.
- Election of the Club Committee for the year 2017/18 Julie White-Southall was elected chairman. Full list of committee members is shown in **Appendix 4**)
- Any other business - None

The meeting closed at 1:00pm

Appendix 1: Chairman's report 2017

2016 = our 4th year of operation. In summary our 2016 income wasn't quite as good as budgeted and we made a small loss.

Looking back on 2016 & the first 3 months of 2017....

Administration & Finance

- We budgeted to break-even but we made a loss of £358.09 mainly due to buying a lot of skates at the start of the year and skater numbers being lower than expected over the summer period. In 2017 and going forward we will budget to break-even.

Membership

- Membership remained capped at 50. As usual we experienced a high turnover of skaters.
- Membership remained the same at £3 for Juniors and £6 for Adults
- For the third year in a row membership fees did not cover the expenses they are supposed (Insurance, affiliation fees and music licence) The deficit was £125.80

Classes & Coaching

- We decided to focus on Basic Skills and send those skaters wanting to compete to Momentum ARSC
- Dee joined our coaching team and Jane from Momentum has been helping us most Mondays.
- We had 67 Sessions in 2016 (68 in 2015) and 119 different skaters attended these (88 in 2015)
- In 2016 Saturday classes were more popular than Monday (The opposite of 2015)
- Saturday classes before any holiday were cancelled as they historically made a loss.
- Skating Fees remained at £2 per hour for members and £3 for non-members on a pay as you attend basis.
- Skaters progressed; c. 100 certificates were awarded for safe skating and Basic Skills (80 in 2015)
- We revised our grades to bring them in line with FARS grades and to add more elements.
- Karen attended a FARS free training course in March 2016.
- Skaters have been working on their FARS grades. 5 passed FARS grade 6 in March 2017.
- The new class structure of 1st hour = Grades Class and 2nd hour = Free and dance skating was introduced and is working well except when we are short on coaches and have had to run a large group session.
- Karen is currently our only FARS registered basic skills coach.
- DBS checks were carried out on all Coaches via Walsall Council rather than through FARS as it is cheaper and a much quicker process. (£12 v £20)

Skates and Equipment

- In 2016 we bought 9 pairs of 2nd hand skates from various sources. We also bought boot covers, skate bags, wheels and stoppers
- We have decided to sell off the "boot Skates" at £5 per pair as they never get used.
- We currently have 11 pairs of skates out on Long Term hire and the deposit is in a separate reserves account.

Communication

- We continued to use our website and Facebook Page to recruit new members, and our Facebook Group and the E-newsletter to reach current members.

Looking forward...

Membership: For a second year membership fees did not cover the expenses they are supposed to so I am proposing we make membership £5 from Sept 2017 (An increase of £2 for Juniors and a decrease of £1 for adults)

Classes & Coaching

- We need more coaches therefore we have introduced a coaches training course May 2017 to train some new coaches.

- New skaters create a lot of work for coaches so we will introduce occasional taster sessions 9.45am-11.00am for new skaters rather than allowing them to turn up at any session. The first one is Saturday 6th May.
- There are no plans to change the structure of classes in 2017.
- A new intermediate Class on a Friday night will be introduced in May in conjunction with Momentum Artistic Roller Skating Club.
- We have not put up our skating fees since we started. We charge £2 per hour but most clubs are charging £4 per hour. Should we consider increasing our fees to £3 per hour for members and £4 for non-members?
- To reduce the admin, consider moving from pay-as you- go to charging for classes on a termly basis or a monthly fixed amount paid by standing order with no refund would be given for weeks missed. (see Calculations)
- To look at a club show in December.

Skates and equipment

- Propose to continue to buy good quality second hand skates. (we have already bought 6 pairs in 2017)
- In 2017 we plan to sell off some of our older "White" skates.
- Propose a cap on the number of years skates can be hired. Encourage Adults to buy their own skates.

Communication / Publicity

- To continue using our Website, Facebook Page to publicise the club. We may need to send out some flyers in September when we historically see a drop in numbers.

As usual, there are a number of people I would like to thank for their help over the last year.

- All our coaches. They are all unpaid volunteers who put in a lot of hours to help our skaters.
- Carole Colclough who has worked hard to stay on top of the finances.
- All the parents who have helped collecting money at our classes, sorting out skates and generally supporting the coaches and skaters.
- The staff at West Walsall E-Act Academy who have helped us keep roller skating at the centre.

Appendix 2: Treasurers Report for the accounts of Jan 2016- Dec 2017

The Club ended 2016 making a loss for the year of -£358.09 compared to a break-even budget. This was mainly down spending on purchasing second hand skates early on in the year and an over estimate of Monday skating fee income for May, June & July. The resulting cash / bank balance at the end of 2016 was **£2,565.98 (See Annex A)**

Class fees exceeded hall hire by £187.85 (1995=£586.50) for Mondays & £337.17 (1994=£175) for Saturdays. Skate purchases exceeded Skate Hire income by £503.09 (2015= £608.60)

Membership charges remained unchanged and income failed to cover insurance & affiliation fees and subscriptions by £125.80 (2015: 143.13)

Long term skate hire is not accounted for in the Income and Expenditure figures above; it is put directly into a reserves account. At the end of 2016 the amount held in the reserve account was £260 (13 pairs of skates)

2017 Budget (See Annex B) A break-even has been forecast for 2017.

Assumptions:

- No increase in the hourly hall hire charge.
- Hall hire of 2 hours on a Saturday and 1.5 hours on a Monday.
- Skating fees remain unchanged. (£2 per hour for members and £3 per hour for non-members)
- Skating fee income of £55 for Monday classes and £75 for Saturday classes.
- 39 Monday sessions and 39 Saturday sessions
- Skate hire income of £12 per session
- Membership fees remain the same. (£3 for children and £6 for adults)
- £250 of coaches expenses including 1 coach applying for FARS renewals.
- Inflation increase in FARS Affiliation, music licence and other subscriptions.
- £1,500 to be spent on 2nd hand skates. Any additional skate purchases will be dictated by surpluses to enable the club to break-even.

Annex 1: Accounts for Jan-Dec 2016

Walsall Artistic Roller Skating Club

Year Ending: 31 December 2016

		Budget	Transfer	Actual			Budget	Transfer	Actual
			£	£	£			£	£
RECEIPTS						PAYMENTS			
Balance B/fwd @ 1st January 2016				2,924.07					
<u>Code</u>	<u>Description</u>					<u>Code</u>	<u>Description</u>		
101	From Bank / From Petty Cash		3,563.45			E01	To Bank / To Petty Cash	3,563.45	
102	Class income - Monday	2,210.00		1,821.35	- 388.65	E02	Hall cost - Monday	1,836.00	1,633.50 202.50
103	Class income - Saturday	2,145.00		2,065.17	- 79.83	E03	Hall cost - Saturday	1,782.00	1,728.00 54.00
104	Skate Hire income - Monday	578.00		490.00	- 88.00	E04	Purchases - Equipment (Skates/ wheels etc)	1,400.00	1,465.09 - 65.09
105	Skate Hire income - Saturday	561.00		472.00	- 89.00	E05	Purchases - Skating Sundries (bags, covers, etc)	100.00	77.22 22.78
106		-		-	-	E06	Misc Purchases - Stationery / Certificates / Storage etc	100.00	103.96 - 3.96
107	Membership Fees	200.00		183.00	- 17.00	E07	Insurance	150.00	153.69 - 3.69
108	Sales - Skating Equipment	250.00		150.00	- 100.00	E08	Affiliations / Subscriptions / Website/PPL Licence	200.00	155.11 44.89
109	Sales - Skating Sundries	25.00		20.00	- 5.00	E09	Fun Sessions	100.00	56.44 43.56
110	Sales - Certificates	50.00		48.50	- 1.50	E10	Gifts / Donations / Skating Vouchers	100.00	111.96 - 11.96
111	Donations	-		-	-	E11	Postage	-	- -
112	Bank Interest	-		0.11	0.11	E12	Training / CPU Costs / Coaches Expenses	250.00	93.25 156.75
117	Club Dress Income			20.00	20.00	E17	Coaches Uniform / Club Dress		50.00 - 50.00
Income for the Year		<u>6,019.00</u>		<u>5,270.13</u>		Expenditure for the Year		<u>6,018.00</u>	<u>5,628.22</u>
PROFIT (LOSS) FOR THE YEAR		<u>1.00</u>		<u>-358.09</u>	0.00				
Balance C/fwd @ 31st Dec 2016 (B/fwd @ 1st Jan 2016+ Profit)				<u>2,565.98</u>	-				
Long Term Skate Hire =				260.00					
(£20 2013 + £20 2014 + £160 2015 + £60 2016)									

Annex 2: Budget for Jan-Dec 2017

Walsall Artistic Roller Skating Club

Budget 2017

RECEIPTS

Balance B/fwd @ 1st January 2017

<u>Code</u>	<u>Description</u>	
I01	From Bank / From Petty Cash	
I02	Class income - Monday	2,145.00
I03	Class income - Saturday	2,850.00
I04	Skate Hire income - Monday	468.00
I05	Skate Hire income - Saturday	561.00
I06	LT Skate Hire For Transfer	-
I07	Membership Fees	200.00
I08	Sales - Skates	201.00
I09	Sales - Skating Sundries	-
I10	Sales - Certificates	50.00
I11	Donations	-
I12	Bank Interest	-
I13	FARS Fees collected	-
I14	Comp Fees	-
I15	Skate Hire income - Friday	-
I16	Gala income	
I17	Club Dress Income	
Income for the Year		<u>6,475.00</u>
PROFIT (LOSS) FOR THE YEAR		<u>228.50</u>

PAYMENTS

<u>Code</u>	<u>Description</u>	
E01	To Bank / To Petty Cash	
E02	Hall cost - Monday	1,579.50
E03	Hall cost - Saturday	2,052.00
E04	Purchases - Equipment (Skates/ wheels etc)	1,500.00
E05	Purchases - Skating Sundries (bags, covers, etc)	100.00
E06	Misc Purchases - Stationery / Certificates / Storage etc	200.00
E07	Insurance	165.00
E08	Affiliations / Subscriptions / Website / Music Licence	200.00
E09	Fun Sessions	100.00
E10	Gifts / Donations / Skating Vouchers	100.00
E11	Postage	-
E12	Training / DBS Costs / Coaches Expenses	250.00
E13	FARS Fees paid out	
E14	Comp Fees	
E15		
E16	Gala Costs	
E17	Uniform Subsidy / Club Dress	
Expenditure for the Year		<u>6,246.50</u>

Appendix 3: Changes to Policies

Affiliation Policy	No Change
Child Protection and Vulnerable Adults Policy	No Change
Coaching Policy	No Change
Club Constitution	No Change
Complaints Procedure	No Change
Data Protections, Records and Documents Policy	No Change
Health and Safety Policy	No Change
Scale of Fees	No Change
Skate Use & Hire Policy	No Change
Anti-Bullying Policy	No Change

Appendix 4 – Committee members and Officers for the coming year

<u>Position</u>	<u>Name</u>
Chairman	Julie White-Southall
Treasurer	Carole Colclough
Secretary	Howard Shelley
CPU Officer	Karen Daker
Members	Anna Ashcroft
	Jeff Clark
	Martha Mackinnon
	Lee Mandry
	Sarah Myatt
	Simon Stretton
	Kerry Summers
	Kerry Watkinson
	Nicola Westwood