

## WALSALL ARTISTIC ROLLER SKATING CLUB

Minutes of the Annual General Meeting held at West Walsall E-Act Academy on 28<sup>th</sup> April 2018

**Present:** Carole Colclough, Karen Daker, Jane Guest, Josh Guest, Howard Shelley, Julie Southall, Kerry Watkinson, Emily Westwood, Nicola Westwood, Dee Wilson

### **Apologies :**

Minutes of the previous meeting and matters arising. Minutes of the previous meeting on the 29<sup>th</sup> April 2017 were signed as a true record.

- Annual Reports from officers:

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

It was resolved:

- To continue with monthly fees as these seem to be working well
- Keep a sibling rate
- Trial capping Fees at £40 per skater and £70 per family.
- To start entering competitions again and not to send competitive skaters to Momentum anymore
- To bring in external coaches to help train our competitive skaters

- **Treasurer's report.** The Treasurers report was presented to the committee along with the accounts for Jan-Dec 2017 and the budget for 2018 (**Appendix 2**).

- **Promotional Activities** – To continue as in previous years with Facebook and the Website
- Amendments to Constitution and Policies. No changes to be made to the club policies (see **Appendix 3**)
- Election of the Club Committee for the year 2018/19 Julie Southall was re-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 (our 5<sup>th</sup> year of operation)**

### **Looking back on 2017 & the first 3 months of 2018....**

Administration & Finance - We made a small profit of £50.39.

#### Membership

- Membership remained capped at 50. As usual we experienced a high turnover of skaters, although since the monthly fees were introduced this has slowed.
- Membership was changed at last years AGM to £5 for adults and children, but from Sept 2017 this was incorporated in the monthly fees and can no longer be split out.

#### Classes & Coaching

- We continued to focus on Basic Skills and recommended that skaters who wish to compete seriously move to Momentum. (None moved in 2017, 2 moved in Jan 2018)
- Jane, Josh, Julie and Zoe joined our coaching team. Sadly we lost Roger who had been helping with our beginners before he was taken ill.
- An advanced class was introduced in September 9am-10am mainly to for skaters who have passed grade 6. This has proved successful and is self-sustaining. A bonus is 9-10am skaters help at the 10-11am class.
- In April 2017 fees increased to £3 per hour. In Sept 2017 monthly class fees payable on the 1st of the month were introduced. Some skaters were lost as a result but it has encouraged skaters to attend more regularly and we did not see the usual drop in numbers that has historically happened in the Autumn term. The calculation of the fees was simplified in 2018 as it required a spreadsheet to calculate fees previously!
- In 2017 Saturday classes were more profitable than Monday Classes. In 2018 this has been the reverse.
- Some of our skaters interested in competing joined a Friday class with Momentum. We took over the class at the start of April 2018. It is currently subsidised by the Monday and Saturday classes.
- In 2017 Saturday classes before any holiday were cancelled as they historically made a loss, however in 2018 these have not always been cancelled to ensure that skaters have at least 3 classes in any month.
- Skaters progressed; c. 91 certificates were awarded for safe skating and Basic Skills (100 in 2016)
- Our skaters competed in two competitions. At Tiptree in October 6 skaters competed and got a 1<sup>st</sup> and 3<sup>rd</sup>. At Retro in November 4 skaters competed and we came away with a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>
- We made some minor amendments to our grades and got professionally printed progress booklets which cost approx. 50p each. Skaters are not charged for these.
- New skaters create a lot of work for coaches so we introduced taster sessions 9.45-11.00am on the last Saturday of the month. Dee and Julie when available have been doing a great job taking these. It has worked well, although we still have new skaters turn up to our Monday class who we have allowed to take safe skating if there are sufficient coaches. The % of attendees who have become members is low.
- Dee, Howard, Jane & Karen attended a FARS free training course in February 2017, along with skaters Sharn & Georgina. There has a been a shift in technique which we are slowly implementing,
- Skaters have been working on their FARS grades. 5 passed FARS grade 6 in March 2017.
- We continued with the class structure of 1<sup>st</sup> hour = Grades Class and 2<sup>nd</sup> hour = Free skating.
- Karen is currently our only FARS registered basic skills coach.
- We continued to use Walsall Council for our DBS checks (£12) Josh & Zoe were checked in this period.
- We held a Christmas Gala which everyone enjoyed and has the added bonus of generating £318.50 for the club funds (£275.50 in 2017 and the rest in 2018 from photo sales)

#### Skates and Equipment

- In 2017 and early 2018 thanks to Jane, we sold all of our old skates generating income of £2,514 ( £1,502 in 2017 and £1,012 to date in 2018)
- We replaced these old skates with roll line Variant or Mistral plates with Edea or Risport boots. These were mostly bought 2<sup>nd</sup> hand skates from various sources. From 1<sup>st</sup> Jan 2017 to-date we spent £5,890.86 ( £3,715.66 in 2017 and £2,175.20 in 2018).
- We also bought boot covers, wheels and stoppers.
- All but our blue and yellow "boot Skates" were donated to the charity shop.
- 13 pairs of skates are out on Long Term hire. The £260 deposits are kept in a separate reserves account.

#### Communication

- We continued to use our website and Facebook Page to recruit new members. We use the Facebook Group to communicate with current members and have dropped the E-newsletter for the time being.

## **Looking forward...Proposals for this year:**

### Membership

- To remain capped at 50 and will be collected via the monthly fees

### Classes & Coaching

- Leave the class structure as it is.
- To leave fees the same as they are for all existing skaters.
- To remove the discount for skaters who skater more than 2 ½ hours and introduce fee capping at 3 hours per skater and at £60 per family (defined as parent, sibling or child)
- Build up numbers at our Friday class.
- Put on another Gala in December.
- Enter skaters in more competitions this year.
- Consider competing at more competitions this year.
- Consider inviting Alessandra Sain, a top Italian dance coach to take a training session in July. The cost is £40 plus expenses of up to £100. The proposal is to subsidise this with the money raised from the gala.
- Consider engaging Paul Mcilhone occasionally to take our skaters. His cost is £20 per hour + expenses.
- Look into making our uniform compulsory and to get a club skating leotard made for those who compete for the club. Also consider subsidizing these.
- Karen to attend a “Rollart” training session in May. This is the new system for judging skating.
- To consider skating through the August holidays.

### Skates and equipment

- There are no plans to buy any more skates for the time being.
- We just need boot covers, stoppers and wheels.
- We will encourage Adults or children whose feet have stopped growing to buy their own skates.
- We need to undertake an audit of our skates.
- We may need to invest in a new tablet.

### Communication / Publicity

- To continue using our Website, Facebook Page to publicise the club.

### Fundraising

- Make the Christmas gala as a major fund raiser.
- Look into getting sponsorship for 2018

As usual, there are a number of people 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 with the finances.
- All the parents who have helped, 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 2017 making a small profit of £50.39 compared to a loss of -£358.09 in 2016. We usually budget to break even with all surpluses spent on equipment. . The resulting cash / bank balance at the end of 2017 was £2,616.37 **(See Annex A)**

With the monthly fees, it is more difficult to split out the following:

- Fees for Saturday, Monday and Friday classes as some skaters pay in one to attend both sessions.
- Skate Hire
- Membership Fees

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 2017 the amount held in the reserve account was £260 (13 pairs of skates)

**2018 Budget (See Annex B)** To date in 2018 we are making a loss of -374.92 mainly due to purchasing 4 pairs of new small skates for £760. It is anticipated that this will be made up and that at the end of the year a slight loss of £65 has been forecast.

Assumptions:

- No increase in the hourly hall hire charge.
- Skater numbers to be maintained.
- To continue with the current monthly fees.
- Skating fees remain unchanged. (£3 per hour)
- Membership fees remain the same. (£5 for children and adults)
- Hall hire of 3 hours on a Saturday, 1.5 hours on a Monday and 2 hours on a Friday.
- Saturdays to generate income of £330 per month and Mondays £300 per month.
- Friday's to break-even.
- 36 Monday, 40 Saturday and 30 Friday sessions (Friday sessions to continue through August)
- £700 of coaches expenses including bringing in Alessandra Sain for a training session and Karen attending the Rollart course.
- Christmas gala to make a surplus of £300
- No increase in FARS Affiliation, music licence and other subscriptions.
- No more skate purchases unless money is generated from sales of skates

Annex 1: Accounts for Jan-Dec 2017

Walsall Artistic Roller Skating Club			Year Ending: 31 December 2017								
			Actual						Budget		
			£	£	£				£	£	£
<b>RECEIPTS</b>						<b>PAYMENTS</b>					
Balance B/fwd @ 1st January 2017				2,565.98		Code	Description				
I02 Class Income - Monday	2,145.00		2,370.06	225.06		E02	Hall cost - Monday	1,579.50	1,417.50	162.00	
I03 Class Income - Saturday	2,850.00		3,210.72	360.72		E03	Hall cost - Saturday	2,052.00	2,135.50	83.50	
I04 Skate Hire Income - Monday	468.00		364.00	104.00		E04	Purchases - Equipment (Skates/ wheels etc)	1,500.00	3,715.66	2,215.66	
I05 Skate Hire Income - Saturday	561.00		336.00	205.00		E05	Purchases - Skating Sundries (bags, covers, etc)	100.00	228.60	128.60	
I06 LT Skate Hire For Transfer						E06	Misc Purchases - Stationery / Certificates / Storage etc	200.00	169.06	30.94	
I07 Membership Fees	200.00		198.00	7.00		E07	Insurance	165.00	161.37	3.63	
I08 Sales - Skates	201.00		1,502.00	1,301.00		E08	Affiliations / Subscriptions / Website / Music Licence	200.00	226.37	26.37	
I09 Sales - Skating Sundries			70.00	70.00		E09	Run Sessions	100.00	3.50	96.50	
I10 Sales - Certificates	50.00		45.50	4.50		E10	Gifts / Donations / Skating Vouchers	100.00	157.39	57.39	
I11 Donations			26.00	26.00		E11	Postage		6.60	6.60	
I12 Bank Interest			0.04	0.04		E12	Training / DBS Costs / Coaches Expenses	250.00	157.88	92.12	
I13 FARS Fees collected			44.00	44.00		E13	FARS Fees payout		44.00	44.00	
I14 Comp Fees			72.00	72.00		E14	Comp Fees		72.00	72.00	
I15 Skate Hire Income - Friday			29.00	29.00		E15					
I16 Gala Income		508.35	508.35			E16	Gala Costs		232.85	232.85	
I17 Club Dress Income						E17	Uniform Subsidy / Club Dress		12.00	12.00	
Income for the Year	6,475.00		8,790.67			Expenditure for the Year			6,246.50	8,740.28	
<b>PROFIT (LOSS) FOR THE YEAR</b>	<b>228.50</b>		<b>50.39</b>	<b>0.00</b>							
Balance C/fwd @ 31st Dec 2017[B/fwd @ 1st Jan 2017+ Profit]		<b>2,616.37</b>		0.00							
Long Term Skate Hire +			260.00								

Annex 2: Budget for Jan-Dec 2018

Walsall Artistic Roller Skating Club

31 December 2018

Receipts		Budget	Payments		Budget
Balance B/fwd @ 1st January 2018					
<u>Code</u>	<u>Description</u>		<u>Code</u>	<u>Description</u>	
I02	Class income - Monday	3,300.00	E02	Hall cost - Monday	1,458.00
I03	Class income - Saturday	3,630.00	E03	Hall cost - Saturday	3,040.00
I03b	Class income - Friday	1,320.00	E03b	Hall cost - Friday	1,320.00
I04	Skate Hire income - Monday		E04	Purchases - Equipment (Skates/ wheels etc)	2,325.00
I05	Skate Hire income - Saturday		E05	Purchases - Skating Sundries (bags, covers, etc)	100.00
I06	LT Skate Hire For Transfer	-	E06	Misc Purchases - Stationery / Certificates / Storage etc	200.00
I07	Membership Fees		E07	Insurance	170.00
I08	Sales - Skates	1,100.00	E08	Affiliations / Subscriptions / Website / Music Licence	250.00
I09	Sales - Skating Sundries	-	E09	Fun Sessions	50.00
I10	Sales - Certificates	50.00	E10	Gifts / Donations / Skating Vouchers	150.00
I11	Donations	-	E11	Postage	2.00
I12	Bank Interest	-	E12	Training / DBS Costs / Coaches Expenses	700.00
I13	FARS Fees collected	-	E13	FARS Fees paid out	
I14	Comp / Training Fees	-	E14	Comp / Training Fees	
I15	Skate Hire income - Friday	-	E15		
I16	Gala income	500.00	E16	Gala Costs	200.00
I17	Club Dress Income		E17	Uniform Subsidy / Club Dress	
Income for the Year		<u>9,900.00</u>	Expenditure for the Year		<u>9,965.00</u>
<b>PROFIT (LOSS) FOR THE YEAR</b>		<b>-65.00</b>			

Balance C/fwd @ 31st Dec 2018 [B/fwd @ 1st Jan 2018+ Profit] -

### Appendix 3: Changes to Policies

All policies are available for viewing on line [here](#)

1. Club Constitution	No Change
2. Affiliation Policy	No Change
3. Health and Safety Policy	No Change
4. Coaching Policy	No Change
5. Data Protections, Records and Documents Policy	No Change
6. Skate Use & Hire Policy	No Change
7. Scale of Fees	No Change
8. Child Protection and Vulnerable Adults Policy	No Change
9. Complaints Procedure	No Change
10. 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
	Lee Mandry
	Sarah Myatt
	Simon Stretton
	Kerry Watkinson
	Nicola Westwood