

ANNUAL GENERAL MEETING MINUTES

Date:	Friday 14 th June 2013
Place:	Lilleshall National Sports Centre, Shropshire, TF10 9AT
Times:	1200 - 1230
Attended:	Richard Hunt, Duncan Wood-Allum, Warren Smyth, John Bell, Iain Varah, Ian Brooke, Neil Anthony, Mark Allman, Nick Harris, Barrie Higham, Bernard Warden, Chris Holliday, Colin Chaytors, Debbie Kaye, Kimiyo Rickett, Heidi Bellamy, Matt Partridge, Andy Worthington
Apologies	Colin Mitchell, Steve Dupoy, Rob Persey, John Fuller, Ian Cooper, Diana Shelton, Emma Wiggins, Lisa Dodd-Mayne, David Albutt, Grant Aitken, Brian Bennett, Carole Stewart, Christine Neyndorff, Simon Parkinson

Item No.	Item Description	Relevant business considered, facts noted, decisions taken and actions agreed
1.	Welcome and Minutes from AGM 2012	<p>Richard Hunt welcomed ^cCLOA members on behalf of the Executive Committee.</p> <p>Apologies were noted. The minutes of the AGM held on 15th June 12 at Bisham Abbey were agreed as a true and accurate record.</p> <p><u>Matters arising</u></p> <p>Honorary Membership: At the AGM members voted in favour of streamlining the membership to just 2 categories: Individual or Corporate membership. This meant that the category of Retired member no longer existed from April 13.</p> <p>However, the ^cCLOA Executive wanted to acknowledge those who have supported the work of the association over a substantial period of time. To that end a further resolution was passed to:</p> <p><i>'Extend Honorary membership to include retired members, who are no longer actively working in any capacity, and have subscribed for a minimum of 10 years'</i></p> <p>This change has applied to the following members: David Albutt</p>

		<p>John Bell Brian Bennett Simon Cook Ian Cooper John Davies Tom Limna Bob Millard Keith Stevens Norman Turner Bernard Warden L.S. Whitworth John Fuller</p> <p><u>Legal status of the Association</u> At the 12 AGM Richard Hunt gave a brief overview of the rationale for considering transition to a formal legal model. Members delegated responsibility for progressing this to the Chair, Treasurer and Executive Secretary, on the understanding that formal proposals would be considered further by the Executive Committee. Having taken expert advice and considered the various options, the Executive unanimously agreed that remaining as an unincorporated professional association was the preferred model. As such a change in legal status has not been progressed.</p>
2.	<p>°CLOA Reports – Chair</p>	<p>The outgoing Chair, Richard Hunt, gave a summary of the position of the association; °CLOA remains in a healthy state of membership, with our base broadening as the sector changes – corporately and outside the direct public sector.</p> <p>We have a new relationship with the Archives sector, continued positive liaison with ACE and the National Leisure & Culture Forum has been reinvigorated. Our most effective relationship has been with Sport England and through member’s hard work we are now perceived as credible experts, valued consultees. Linked to this is the timely refresh of the role and responsibilities of the °CLOA advisory panel.</p> <p>Our main policy focus over the last year has centred on the relationship with public health and the developing health and well-being boards. We are about to produce further guidance and advocacy in this area and are pleased to launch a new resource section on the website that hosts best practice case studies. The launch of a TCPA/ °CLOA planning guide for culture and sport is also imminent.</p>

	<p>Honorary Secretary</p> <p>Treasurer</p>	<p>In his closing remarks Richard Hunt thanked to all those on the ^cCLOA Executive for the support over the last 2 years and that of Heidi Bellamy in her policy development role.</p> <p>John Bell gave an overview of the four ^cCLOA Executive meetings held since the last AGM.</p> <p>He drew attention to the review of ^cCLOA's forward strategy and how ^cCLOA conducts its business, which has culminated in an improved Communications Plan, a review of panels and working groups and a review of membership categories and benefits. John also mentioned the LGA/ ^cCLOA Conference, held in Chester this year, which led to a review paper on the ^cCLOA /LGA relationship that has clarified the governing principles of the arrangement moving forwards. In summary, John noted that the appointment of Heidi Bellamy had been great in terms of driving the ^cCLOA agenda forward.</p> <p>Apologies were forthcoming from Ian Shipp. The audited accounts had been made available to the full membership on the ^cCLOA website in advance of the meeting. Ian Shipp sent a brief statement in support of the proposed budget, which was unanimously agreed.</p>
3.	Appointment of Committee	<p>Iain Varah was the only candidate nominated for the role of Chair, which is a 2 year appointment, so a vote was not required.</p> <p>However, there were 3 nominations for the 2 posts of Vice–Chair. There were 18 ^cCLOA members present at the AGM, fewer than the 25 required for a quorum, but the election had been conducted to enable electronic and postal votes, thus generating a 16.85% turnout. The ballot resulted in the appointment of Diana Shelton and Mark Allman to the role of Vice-Chair's for the coming year.</p> <p>As there were no more than the required number of people nominated for the main body of the ^cCLOA Executive all candidates plus Lisa Dodd-Mayne were automatically elected.</p>
4.	AOB	None