

ANNUAL GENERAL MEETING MINUTES

Date:		Tuesday 26th June 2018
Place:		City Hall, London
Times:		1030 - 1100
Attended:		Andrew Smith, Ann Wright, Caroline O'Neill, Chris Holliday, Chris Siddall, Christine May, Cindy Gardener, Coral Flood, Debbie Kaye, Duncan Wood-Allum, Emma Wiggins, Hagan Lewisman, Iain Varah, Ian Brooke, Ian Jones, Jane Davies, Jane Wilson, Jayne Knight, Joe Capon, John Wileman, Julie Russell, Lisa Stonehouse, Lucia Masundire, Magdalene Royer, Melanie Norris, Michael Constantine, Nigel Lynn, Paula Redway, Polly Hamilton, Rashmi Agarwal, Sara O'Donnell, Simon Webb, Spike van der Vliet-Firth, Stefania Horne, Stephanie Wilson, Steve Hollingworth, Sue Thiedeman, Susie Willis, Symon Easton, Thorsten Dreyer, Tony Witton, Tony Mabbott, Val Birchall, Vincent Paliczka
Apologies Received		Matt Partridge, Ishbel Murray, Mark Allman, Claire Slattery, Richard Hunt, Gareth Morley, Liz Cooper, Rob Persey, Tim Bryan, Karen Creavin
Item No.	Item Description	Relevant business considered, facts noted, decisions taken and actions agreed
1.	Welcome and Minutes from AGM 2017	<p>Ian Brooke welcomed CLOA members on behalf of the Executive Committee.</p> <p>There were 44 CLOA members present; a number of members had sent apologies. A further 17 delegates joined for the conference.</p> <p>The minutes of the AGM held on 29th June 2017 at The British Library were agreed as a true and accurate record. It was noted that the approved increase in membership fees has now taken effect.</p>
2.	Honorary Treasurers Report and Budget for 18/19	<p>Honorary Treasurer Vince Paliczka gave a report, a full version is available on the website here.</p> <p>Key points included:</p> <ul style="list-style-type: none"> • Updated on processes, to improve accountability at micro level • Moved towards paying all invoices via BACS • Changes to the way VAT is handled <p>The accounts for year ending March 31 18 had been made available on the CLOA website in advance of the meeting. VP advised that a deficit of £226 had arisen. The association</p>

		<p>remains stable and sustainable with £9010 in reserves.</p> <p>In presenting the budget for 2018/19 VP highlighted that the format has been changed to separate out operational and special project monies for ease of viewing. A further increase in membership is anticipated due to an influx of members from AD:UK and a surplus of £3177 is projected.</p> <p>VP offered thanks to Anelli Bryant and Heidi Bellamy for robust management of the finances and support over the year.</p> <p>IB proposed that members accept the final accounts for 2017/18 and agree the proposed budget for current financial year. The budget for 18/19 was accepted by the members in attendance.</p>
3.	Chair of CLOA Annual Report	<p>Ian Brooke reflected on his first year in office, the full report is available here, highlights included:</p> <ul style="list-style-type: none"> • Growth in membership, a key measure of success. • A positive response to the members survey, which helped refine the vision and aims and create a set of values • Improved communication with a new section in the e-bulletin on leadership and career development opportunities, plus personal video messages from IB • Growth in strategic partnerships, with CLOA welcoming many AD:UK members, some of whom have now joined the Executive. The launch of a Sports & Physical Activity Partnership to better enable public sector organisations to collaborate and influence national debate. • In terms of sector leadership, CLOA has continued to work with Sport England to help members better understand the commissioning agenda. Following on from our members' survey, we have been working with Sport England and LGA to pilot a leadership programme for those with responsibility for sport and physical activity. We are also working closely with Sport England to help support a refreshed Leisure Procurement Toolkit. We worked with LGA and SPORTA on options and best practice for the delivery of sport, leisure and physical activity services - Active people, healthy places. We have taken part in a number of strategic conversations with Arts Council England and are support the development of their 2020-2030 strategy. We are also keen to develop a productive relationship with Arts Council Wales. <p>IB went on to thank the Vice Chairs and Past Chair for their</p>

		<p>ongoing contribution to the work of CLOA.</p> <p>IB also thanked our sponsors Xn for their continued support & Mace our new sponsors.</p> <p>Finally, IB expressed thanks to Greater London Authority for hosting the event.</p>
4.	Appointment of Executive Committee	<p>IB thanked all those who had contributed to the Executive leading workstreams and representing CLOA over the past year.</p> <p>IB confirmed the appointment of the CLOA Executive; as no more than the required number of people were nominated, all candidates were automatically appointed.</p>
5.	AOB	<p>IB asked the members attending if there was any other business they wished to raise. None was forthcoming.</p>