

**CDT AGM 2023**

*Wednesday 22nd March 2023 – Hobbs Pavilion*

<b>Agenda Item</b>	<b>Discussion</b>	<b>Decisions</b>
<b>1 Apologies</b>	Lisa Pope ( <b>LP</b> ), Liz Milligan ( <b>LM</b> ), Joanne Cave ( <b>JC</b> ), Rich Bowers ( <b>RB</b> ), Daria Kujawska ( <b>DK</b> )	
<b>2 Welcome</b>	Sharyn Bord ( <b>SB</b> ), Gemma Gordon ( <b>GG</b> ), Alice Clarke ( <b>AC</b> ), Karen Halls ( <b>KH</b> ), David Bord ( <b>DB</b> ), Allan Jaunzens ( <b>AJ</b> ), Catriona Wright ( <b>CW</b> ), Jon Halls ( <b>JH</b> ) Zoom: Seb Jaunzens ( <b>SJ</b> ), Caroline Steer ( <b>CS</b> ), Christine Tibbatts ( <b>CT</b> )	
<b>3 Minutes of AGM 2022 and Matters Arising</b>	<p><b>AJ:</b> We have been reaccredited through SwimMark, and all our documentation was audited by Swim England, who have recommended that we change some of our processes. Electing the honorary auditor, reporting on her findings, and the process for electing and removing officials from the club. Therefore, some aspects will be more formal this time.</p> <p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• 4 Constitution: We reported on our plan to install Daria as Treasurer, which required some changes to the Constitution. The Treasurer post will remain an elected position, but in the event of no volunteer, we have a duty to find someone to fill this role. Daria has undertaken this role with support from Sharyn.</li> <li>• We will minute every name of every officer this year as per the recommendation from Swim England</li> <li>• Outlook for 2022: We announced we had taken on Liz and Daria, and they are doing a fantastic job in their positions</li> </ul>	<b>Decision: Minutes of the past AGM accepted</b>
<b>4 Constitution Adoption and Amendment Resolution</b>	<p><b>AJ:</b> We must adopt a new Constitution as per the advice of Swim England. This Constitution was distributed, along with a proposed amendment.</p> <ul style="list-style-type: none"> <li>• Tonight, we must ratify or reject this Constitution. A show of hands shows all members present are in agreement that the Constitution be adopted.</li> <li>• The amendment to show that the Constitution will be dated and become effective from 22 March 2023. A show of hands demonstrate all members present are in agreement.</li> </ul>	<p><b>Decision: The new Constitution has been adopted.</b></p> <p><b>Decision: The amendment has also been adopted.</b></p>
<b>5 Treasurer Report</b>	<p><b>AJ:</b> Ordinarily this would be reported by Daria. The honorary auditor’s summary was distributed ahead of this meeting. Sharyn will present the detail.</p> <p><b>SB:</b> We would like to thank our Independent Examiner for presenting these accounts.</p> <p><b>Income</b> £106k income in 2022 generated from membership fees</p>	

	<p>Holiday Camps also generated income and interest in LtD classes  £2k grant from Swim England for TID  £3k holding deposit</p> <p>Turnover £123.5k</p> <p><b>Outgoings</b>  Expenditure £108k</p> <ul style="list-style-type: none"> <li>• Wages £79k (coaching and administrative staff)</li> <li>• Facility Hire £12k – these figures will increase for 2023</li> <li>• Professional services: Accountancy fees to help us sort through our accounts after covid. Louise Buckingham did a fantastic job and helped settle in Daria.</li> </ul> <p>= 2022 surplus of £15.5k. Compared to previous years where we had £28k deficit (2020), £4k deficit (2021).</p> <p>We do have liabilities that are outside of the accounting period. Still some dryland costs and PAYE costs of £4.5k, meaning that the surplus comes down to £11.5k.</p> <p>Holding deposits: When you join the LtD programme, you pay £30 as a holding deposit which is returned if you give a month’s notice of leaving. This was to ensure we didn’t lose paid-for water time, but in reality, it is cumbersome and admin-heavy, and on the advice of our Independent Examiner, we will change this process and remove the holding deposit in 2023.</p> <p>The Independent Examiner is happy with the accounts, our processes, and is happy to be the Independent Examiner for 2023.</p> <p><b>AJ:</b> We must now officially approve the accounts. No objections</p> <p><b>SB:</b> In view of our current financial status, which is stable, there will be no fee increase for now. We know that facility costs will increase for the next quarter within our budget, and there will be a review in September where we will check against our budget. The fees include club membership for a child and one parent, and affiliation to Swim England, Regional Club, insurance, and training fees. Many clubs split these items up for separate costs, but we are happy to spread it in this manner.</p>	<p><b>Decision: Accounts are accepted by all attendees</b></p>
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**6 Head Coach Report**

**AC:**

**Apprentice**

We have taken on Tadhg through the apprentice scheme, and this has been a brilliant opportunity for the club. He has been able to do lots of professional development via the Football Family organisation, and Tadhg has learned a lot through self-reflection. It has also been very good for me to work within this structure. He's attended lots of camps in the region, which has been invaluable, and we aim to get him onto a Level 2 coaches' course, qualified in judging and rigging, and continue his development.

**Competitions**

We are attending as many events as we can, and the divers are loving it. We have picked up medals at Age Group events, Elite events, and Skills events. We are taking the correct steps to improve all aspects of our diving.

We will continue to make Harley Winster a competition for every group we have, as it's important for them to watch the older divers compete, and see the hard work involved. Watching divers run through their drills and preparations is invaluable in creating good competition routines.

**Development Camps**

We attended a Regional Development Camp in September, which focussed on twisting. We have quite a bit of influence in what the region can provide, and we decided that twisting was a skill we could improve on. We invited a coach from Sheffield diving to run the course. We will invite more divers to the Regional Camps, especially to allow the younger divers to watch some higher-level diving. These camps are also great for professional development for our coaches.

We also attended the Southend Squad Camp in July. We have done camps abroad, but this was the first time we did a camp at Southend, which was a great opportunity for our divers. We take our competitive divers to London once a month, but we can't take the younger divers as frequently. We need to get them training on higher boards, and using foam pits for training, and we were happy to take the younger kids to use these facilities. So many kids were learning doubles and somersaults into the pit, and it's the easiest way for them to learn something that is scary, and it was incredibly valuable. We took 20 divers over the two days, and we will expand it this year to offer it to all divers. It's a simple and cheap idea, (£10 per session for divers) and it's not too far to travel. We will spread it over 2 weekends in July: the competitive divers need 4 sessions, and the younger divers can have 2 sessions in a day. One Saturday we will take the pre-competition divers to help push them to the next step, and we'll get their confidence and novice / age group skills improved. We

	<p>will run a separate camp for the competitive divers. There is also the opportunity to dive alongside elite and competitive divers at these camps.</p> <p><b>Rome 2024</b>  We are also planning a warm weather camp. We have been to Rome twice, and it has just been renovated for European Championships. There are great dryland facilities at the pool, and there is also another pool (indoor) and dryland facility a close drive away, including a massive foam pit. I would like to use both facilities. The Rome pool has a competition each year, and they have provisionally added some dates when the Olympic training will finish (as they use the venue) and we are looking at the end of July / beginning of August. £650 per diver for 6 days last time, but we expect it to be more expensive in 2024. There is also a hotel on the campus, so we might be able to get a flat rate for accommodation, food and facility use, and we could choose that and go to the outdoor pool for a few days.</p> <p>Thank you to Dan for his help with the slides.</p>	
<p><b>7 Committee Officer Reports</b></p>	<p><b>Membership Officer (Liz)</b></p> <ul style="list-style-type: none"> <li>• Busy setting up the new software for LtD with the aim of aiding coaches to maintain progress records and communicate more effectively with LtD parents</li> <li>• Over the last year we have had 95 new divers join LtD, with a further 11 joining ALTD and Teens during that time.</li> </ul>	
<p><b>8 Election</b></p>	<p><b>AJ:</b> We must now elect each of these groups: Committee, Independent Examiner, Honorary Life Members</p> <p><b>Committee Members</b>  We have the list of nominees who have all been seconded, and we need to officially elect these members. There is one officer, the Treasurer, where we are showing Daria. According to our Constitution, this post needs to be officially an elected post, but we have added Daria to show she is able to do the post. It will be decided during the first executive meeting if Daria is appointed to the position.</p> <p>We will also attach the form to the minutes to display a clear list of all nominations and elected officials.</p> <p><b>Independent Examiner</b>  We must vote if we would like Natalie Hanlon to be our honorary auditor for the next year. All present in agreement.</p> <p><b>Honorary Life Members</b>  <b>SB:</b> They must be asked prior to the AGM if they would like to remain, and they have all responded with yes.  Rich Bowers: master diver, coach, built the website, helped set up the club</p>	<p><b>Decision: All attendees agree to elect the nominees for the Committee</b></p> <p><b>Decision: All attendees agree to elect our Independent Examiner</b></p>

	<p>John &amp; Patsy Harradine: Part of City of Cambridge Swimming Club and were very involved with the dive centre when it opened, and involved in club matters All present in agreement.</p> <p><b>Custodians</b> We must also have between 2-4 custodians of the property of the club (any property that isn't money). We have identified 4 people: Jon Monks, Gemma Gordon, Sharyn Bord and Allan Jaunzens. All present in agreement.</p>	<p><b>Decision: All attendees agree to reaffirm the honorary life members</b></p> <p><b>Decision: The custodians are unanimously elected.</b></p>
<p><b>9 Thanks to Retiring Officers</b></p>	<p><b>SB:</b> I would like to thank all members of the committee, and they have done a fantastic job supporting our coaching team.</p> <p>Kevin Wray who joined the committee in 2016, has huge experience and in-depth knowledge of all things aquatic, and has been our SwimMark officer for the last 4 years, ensuring we get accreditation and that our club continues to operate at a high standard. We wish him the best for his new ventures.</p> <p>Caroline Murphy has been on the committee for the last 11 years, back when our coach Dan was a novice diver, and has been welfare officer for the last 5 years. She had originally said she would step down, but she has offered to help support Karen who will move into the main welfare officer role.</p> <p>Thank you to Allan for all of the hard work, enthusiasm and encouragement behind the scenes.</p>	
<p><b>10 Outlook 2023 and Beyond</b></p>	<p><b>AJ:</b> Generally, it's very challenging for diving clubs around the country: lack of coaching resources, or struggling with facilities, access to time / pools, and we are very fortunate that we have Alice and Dan, and our apprentice Tadhg, which means we are not only holding our ground but also developing. Together with GLL and the council supporting us, we are in a great position. Our numbers continue to grow despite a difficult time during covid, and we are in a strong financial position unlike many clubs, and we must be grateful for that.</p> <p>Pool hire costs will continue, but we are in a great position to weather this. You've heard form Alice about all the exciting plans we have for our divers, and we have celebrated lots of success this year.</p> <p>We have taken on 2 admin staff, and we have started with the admin system which will streamline our processes. I would like to thank you as the committee, the support of our parents, and we wouldn't be where we are without the support of our president. Thank you very much Sharyn.</p>	
<p><b>11 AOB / Questions from the Floor</b></p>	<p>No questions</p>	

<b>12 Next AGM Meeting</b>	March 2024 – date to be confirmed	
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