

**CDT AGM**

*Wednesday 18<sup>th</sup> March 2026 at 17:45 – Grain and Hop Store*

<b>Agenda Item</b>	<b>Discussion</b>	<b>Decisions and Actions</b>
<b>1. Apologies</b>	<ul style="list-style-type: none"><li>• Chris Church (CC)</li><li>• Ted Meeds (TM)</li><li>• Rich Bowers (RB)</li></ul>	
<b>2. Welcome</b>	<ul style="list-style-type: none"><li>• Sharyn Bord - President (SB)</li><li>• Allan Jaunzens - Chairman (AJ)</li><li>• Alice Clarke - Head Coach (AC)</li><li>• Susie O'Connor - Secretary (SOC)</li><li>• Daria Kujawska - Treasurer (DK)</li><li>• David Bord - Championships &amp; Events Officer (DB)</li><li>• Jo Cave (JC) - Committee</li><li>• Karen Halls (KH) - Committee</li><li>• Christine Tibbatts - Kit Officer (CT)</li><li>• Josh Williams – Social Officer (JW)</li><li>• Katja Kovac Bloem (KB) - parent</li><li>• Recharad Rojee (RR) – parent</li><li>• Angela Stevens-King – Welfare</li><li>• Rhiannon Monie (RM) – Apprentice Coach (for first 30 minutes of the meeting)</li></ul>	<b>The meeting is quorate</b>
<b>3. Apprentice Presentation</b>	<ul style="list-style-type: none"><li>• Coaching for Skills Development with SE – RM presented on one of the SE courses she has attended as part of her apprenticeship this year.</li></ul>	
<b>4. Minutes of the last AGM and matters arising</b>	<p>Minutes from the last AGM were accepted.</p> <p>Action Points from previous AGM:</p> <ul style="list-style-type: none"><li>• We need to nominate the custodians of the assets of the club to ensure the assets are protected and not misused. AJ and SB propose to continue with their custodial duties unless anyone else offers to do this. No other offers. SB and AJ to continue as custodians of the assets of the club.</li></ul>	<b>Minutes of last AGM accepted</b>

	<ul style="list-style-type: none"> <li>• SB confirmed that the three Honorary Life Members have all confirmed they would like to remain in position for the next year.</li> </ul>	
<p><b>5. Chairman’s Statement and Report</b></p>	<p>“As we look back at the year ending December 2025 I am happy to report that our club remains in a secure position through the continued hard work of our coaching and admin staff, committee and volunteers. As a team they continued to work hard attracting membership to both our learn to dive and squad programmes and supporting our divers in both daily training and attending events around the country. You will hear more in particular about our “break even” financial result during the presentation of accounts which follows later in the meeting .</p> <p>Whilst we must continue to invest huge time and energy into managing the ever-increasing bureaucracy and reporting requirements of the world in which we live, we are indeed fortunate that our financial strength gives us the freedom to make decisions about our future for the benefit of our staff and divers. That freedom has also allowed us once again to support our apprentice Rhiannon in her training until completion in Q3 2026.</p> <p>We remain thankful for the ongoing good relations with both the pool operator GLL and especially the city council. In late 2025 the council was once again able to confirm its financial support for a number of dryland training hardware projects which will be implemented in 2026. Whilst we await news concerning the future pool operator later in the year we have also received assurances so far that our core service agreements for hours and costs will remain in place.</p> <p>Alice, Dan, Susie and Daria, remain core to the continued success of our club in 2026. Together with the committee it will be time once again to look to our long-term vision and any changes necessary to the club’s legal structures and processes to make sure we are ready.</p> <p>On behalf of the whole club I must once again thank our President Sharyn Bord who continues to go way beyond any reasonable expectation we could have of her in all the work she does not only for our own club but also the wider national diving community.</p> <p>With the talents of our complete team I believe we can look forward to a bright future.”</p>	
<p><b>6. Treasurer’s Report</b></p>	<p><b>a. Presentation of accounts to 31 December 2025 by DJ</b></p>	

### **Income**

- The accounts were prepared and audited by Harland Book-keeping Services and show the club is stable with good reserves.
- Club has a stable income of just under £138k – mostly from membership fees and club hosted events.

### **Expenditure**

- The club spent around £138k in the year – the largest expenses are coaching costs and wages (just under 99k) – this is vital as it supports quality of coaching and development of our divers, and the apprenticeship costs support long term development of the club.
- Facility hire, just under £20k – access to training facilities is essential to the club
- Also spent c. £7k on equipment – supported by a grant from Cambridge City Council, reimbursement was received in January 2026 (so this does not appear in this year's accounts as these are prepared on the cash basis to 31 December 2025)

### **Summary**

- Recorded a small loss of £135 – we broke even, showing the spending has been carefully managed. We had planned for this to be a loss. We are conservative in our planning for numbers.
- Important factor in the club's health – the number of divers. 139 new divers joined in 2025, but we lost 146. A small decrease, but this level of movement is normal and we continue to attract new divers each year.
- Looking ahead to 2026, our main income will be from membership and registration fees (projections are based on 200 divers) and some competitions. Main costs continue to be coaching and facility hire, and we are projecting a loss of around £5k, reflecting continuing investment in coaching and diver development.
- The club remains financially stable.

### **Questions from the floor:**

*What does healthy reserves mean?*

- We have over £50k in reserve, in case of world events such as Covid and in case there are any issues with the pool. In addition, at the time the existing pool operator was first appointed we were anticipating having to pay significantly higher pool fees "in a step change", so we built up a reserve to enable the club to spread any needed huge increase in fees by subsidising membership fees to its members over a number of years. A service level agreement was reached at that time together with the pool operator and the city council which then protected the club to some extent. As GLL's existing contract now comes to an end in 2026 we have assurances so far that any new pool operator will also need to honour any previously negotiated conditions (pool time and costs structure) but maintaining reserves is an important protection mechanism for the club and its members in case of unforeseen eventualities.

	<p><b>Confirmation of the accounts</b></p> <ul style="list-style-type: none"> <li>• We are required to have the accounts examined by an independent person.</li> <li>• The accounts have been examined by an independent examiner, Mr Daniel Harland from Harland Book-keeping Services and he has confirmed there is nothing in his opinion in the reporting that gives him any concerns.</li> <li>• Mr Daniel Harland from Harland Bookkeeping Services has also agreed to undertake the examination of the accounts for the year ending 31 December 2026.</li> </ul> <p><b>b. Presentation of training fees and membership fees</b></p> <ul style="list-style-type: none"> <li>• The plan is to not make any changes to fees at this time, but we will see how our finances proceed over the next quarter to beyond the summer. We may need to make some changes in September.</li> </ul> <p><b>Approval of the accounts</b></p> <ul style="list-style-type: none"> <li>• Does the committee approve the accounts? Are there any objections to us adopting them?</li> <li>• No objections, the accounts are approved by the attendees.</li> </ul>	<p><b>The accounts to 31 Dec 2025 are approved</b></p>
<p><b>7. Head Coach's Report</b></p>	<p><b>a. 2025 Round-Up</b></p> <ul style="list-style-type: none"> <li>• Across the diving pathway, the coaches are increasing the number of events throughout the year. (15 events, 34 days). There are more entry level competitions, which gets children into the pathway earlier.</li> <li>• SE have mandated that 7 and under year olds cannot compete in interclub competitions – a decision AC is challenging as some of the divers are ready for it and struggle to understand why they can't. AC feels that SE is not considering diving in this decision and have focussed on swimming.</li> <li>• We have also hosted a number of home competitions – we can do this because of our wonderful volunteers – and this means our younger divers get more opportunities, which helps them prepare for larger events.</li> <li>• Attended and hosted a number of camps, including the county development camp, which SE county supported</li> <li>• We are very grateful to Ceri for her support over the last year – she is part of the reason we were able to attend so many events and she took on her own squad and has been a real asset over the last two years; she continues to support us; thank you.</li> <li>• We have run coaching courses, and have four new Level 1 coaches, and two new Level 2 coaches, which means Alice and Dan have increased flexibility. Been working to get the Level 1 coaches to be more independent and assess children, they are getting to grips with our LTD software (which is challenging to use). We have had a lot of positive feedback on them and are running meetings and check-ins with them, and running sessions to further their development.</li> <li>• Dan is on a coaching leadership programme, the coaches also had the opportunity to give him feedback and everyone took the opportunity to do this. He appears to be getting a lot out of this.</li> </ul>	

- Alice has started a Coach Education Programme – aimed at coach tutors (AC signed up to do this years ago and the course is still under development). AC has been helping coaches become better learners and respond to committees.
- LTD – we have added bonus skills – not needed to pass a level, but help you see progression within a level. AC updates the LTD skills regularly to keep up with the children. They are skills the children often do in free time. But these are hard to tick off as the pool is less structured at this time. We have some growth in lessons. Semi-automated progress reports – we send out individual comments to each member four times a year following assessments – the coaches help with this when they can. Flip n Fun hoped for in September but we are awaiting the new pool operator before we can book.
- Equipment – new airbag, which replicates a foam pit (to an extent). It is easier to set up and pack away – means that divers can now practice skills they could previously only do when we go so Southend and Luton. Next we will be getting wallbars installed – was scheduled for February, but this has been delayed. Hoping for the overhead rig within a year, but realistic about this and this may take longer.

#### **Future plans**

- Rhiannon has been doing an Level 2 trampolining course. Assessment is in June – we may be able to put a trampoline session on a Kelsey Kerridge before a diving session, which is logistically simpler than Netherhall.
- We have had to drop some drylands recently (2 sessions less than last year) for practical reasons. Plans are to be more creative about where we can put dryland in in the week – it is acknowledged that everyone needs more dryland time. If we can't have Netherhall, could we use Kelsey Kerridge or Cherry Hinton and look at bringing the small airtrack at the pool?
- We have good recruitment for the Easter Camp. Summer Camp has been booked.

#### **Questions from the floor**

##### ***Mighty Minis – Squad Progression and Communication***

- A parent (KB) raised a query regarding the Mighty Minis (MM) programme, specifically around how MM fits within the broader club structure and the criteria for progression to Novice squads. KB noted that some children had moved into Novice squads without any communication to remaining MM families.
- AC acknowledged that communication had been poor across all squads. Whilst Spond had been introduced to help address this, it had not consistently resolved the issues, and AC accepted that more proactive messaging would have been beneficial.
- AC clarified that progression out of MM requires divers to complete dives within the regional pathway, and that those who had moved on had done so on this basis. AC also noted that exposure to different coaches is intentional club policy, to ensure divers are comfortable working with a range of coaching staff. It was acknowledged that dryland training presents challenges, and whilst poolside sessions are an option, coach availability remains a limiting factor.

	<ul style="list-style-type: none"> <li>The primary concern raised was the lack of communication around these matters.</li> </ul> <p><b>Actions agreed:</b></p> <ul style="list-style-type: none"> <li>The club website to be updated to reflect the current progression pathway.</li> <li>Communication processes to be reviewed and improved; this to be taken forward outside of the meeting.</li> </ul>	
<b>8. Election of Management Committee</b>	<ul style="list-style-type: none"> <li>Thank you to the committee for their contribution last year, we are grateful for their support.</li> <li>As a club, we need 4 officers, with up to 7 additional officers (Helper Members) and a club appointed welfare officer.</li> <li>The Committee nominations were shown to the AGM participants (attached in an Appendix to these minutes)</li> </ul> <p><b>Election of the committee</b></p> <ul style="list-style-type: none"> <li>Are there any objections or would anyone like any other names to those proposed?</li> <li>No objections, everyone is elected as proposed.</li> </ul> <p><b>Conflicts of Interest</b></p> <ul style="list-style-type: none"> <li>As a requirement from Swim England (SE), the club must include the identification of conflicts of interest as a standing agenda item at all committee meetings. It was noted that some committee members hold dual roles within the club — for example, SB serves as both a coach and club President.</li> <li>The proposed approach is that where a committee member with a dual role recognises a conflict of interest in relation to any item under discussion, they will remove themselves from that part of the meeting.</li> <li>No objections were raised, and the committee approved this approach.</li> </ul>	<p><b>The committee is elected as proposed.</b></p> <p><b>Committee approved conflicts of interest process: dual-role members to step out of relevant discussions. To be a standing agenda item at all committee meetings.</b></p>
<b>9. Thanks to Retiring Officers</b>	<p>Thank you to:</p> <ul style="list-style-type: none"> <li>Jon Halls (Website)</li> <li>Seb Jaunzens (PR)</li> </ul>	

<p><b>10. AOB / questions / comments from the floor</b></p>	<p>KB noted that she had volunteered for a recent event but felt there had been insufficient communication about what was involved. KB expressed a willingness to contribute but highlighted the need for clearer information for volunteers. It was suggested that a dedicated volunteer coordinator role for the diving club would be beneficial.</p> <p>We are lacking a PR/website officer, so if anyone has skills in either area, we would welcome offers of support.</p>	<p><b>Committee to consider establishing a volunteer coordinator role.</b></p>
<p><b>11. Next meetings</b></p>	<p><b>a. Time and date of next AGM</b> To be decided at a later date. Will take place in March 2027.</p> <p><b>b. Time and date of next committee meeting</b> Wednesday 22<sup>nd</sup> April 6:15pm , Grain and Hop Store (6 for 6:15pm)</p>	

## Appendix: Committee Nominations

Name	Proposer	Seconder
David Bord	Susie O'Connor	Josh Williams
Josh Williams	Susie O'Connor	Jo Cave
Karen Halls	David Bord	Allan Jaunzens
Sharyn Bord	Susie O'Connor	Ted Meeds
Allan Jaunzens	Josh Williams	Susie O'Connor
Joanne Cave	Susie O'Connor	Allan Jaunzens
Ted Meeds	Sharyn Bord	David Bord
Susie O'Connor	Ted Meeds	Sharyn Bord
Daria Kujawska	Susie O'Connor	Jo Cave
Chris Church	Ted Meeds	Karen Halls
Christine Tibbatts	Ted Meeds	Allan Jaunzens
Angela Stevens-King	Sharyn Bord	Allan Jaunzens

## Cambridge Dive Team Annual Meeting 2026

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**to elect 4 Officers plus 7 members to help with the running of the club**

Officers	Proposed	Secunder
President	Sharyn Bord	[Signature]
Chair	Allan Jaunzens	[Signature]
Secretary	Susie O'Connor	Sharyn Bord.
Treasurer	Daria Kujawaska	J. Cave
<b>7 Helper Members</b>		
1	David Bord	[Signature]
2	Christine Tibbatts	[Signature]
3	Josh Williams	J. Cave
4	Karen Halls	[Signature]
5	Jo Cave	[Signature]
6	Chris Church	[Signature]
7	Ted Meads	[Signature]
<b>Mandatory Club Appointment</b>		
Welfare Officer	Angela Stevens King	[Signature]
<b>Named position without need to attend meetings</b>		
PR and Website		
Website		
Affiliation	Chris Church (can be committee or not)	
Fundraising		
<b>Volunteer section. Sign up to indicate you are willing to help on an occassional basis</b>		
Name	Any particular activities you would like to be involved with	

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Alice -