

Hockey Wales

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Welsh Hockey Union Limited t/a Hockey Wales

16th Annual General Meeting

Venue: Sport Wales National Centre, Cardiff and by video link to
Sport Wales Regional Centre, Deeside and Carmarthen Leisure Centre

Date: 9 July 2019

Time: 19.00 p.m. – 21.00 p.m.

Present: Bridgend HC (Adrian Hibbert), Cardiff & Met (Chris Shaw), Cardiff Medics LHC (Jess Bateman), Carmarthen Athletic HC (Kate Williams – via video link), CH Eirias HC (Rob Williams – via video link), Chepstow HC (Kate McCoy), Cowbridge Juniors HC (Philippa Kestle), Gwent HC (Joanne Harris), Haverfordwest (Elaine Scale), Howardian LHC (Annie Petherick), Northop Hall (via video link), Pembroke LHC (Dave Miller – via video link), Penarth HC (Graeme Jones), Presteigne HC (Jess Goodwin), Rhondda LHC (Kay Tyler), Swansea HC (Callum Pink), Whitchurch HC (Mark Eggar), Christ College Brecon (Chris Marriott)

In Attendance: Anne Baker (via video link), Tim Baker (via video link), Anne Barratt, Hannah Bevan, Chris Brewer, Katie Butler, Conrad Funnell, Roger Harris, Lee Ible, Ria Male, Sheila Morrow, Dee Pattemore, Jane Price, Louise Riley, Paul Riley, Amanda Roberts (via video link), Charlotte Wathan

1. Welcome from Chair of Meeting – Conrad Funnell, Interim Chair of Hockey Wales

Conrad Funnell welcomed everyone to the 2019 Hockey Wales AGM and thanked the volunteers, throughout Wales for making hockey happy, attendance at the AGM in Cardiff and via Video Link from Carmarthen (West Wales) and Deeside (North Wales) is much appreciated. Conrad gave a special welcome to Sheila Morrow OBE (Life Member and GB President), Roger Harris (Life Member), Paul Riley, Charlotte Wathan and Rob Williams (Hockey Wales Board Directors) and Hannah Bevan, Chris Brewer, Lee Ible, Ria Male, Amanda Roberts (via Video Link) and Jane Price (Hockey Wales members of staff)

Dan Clements, Fern Burrage and Dave Phenis (Hockey Wales members of staff) moved on in 2018/2019, we would like to acknowledge their contribution to Hockey Wales and wish them good luck in their new “adventures”

Conrad also thanked all current and previous Board Directors for their support and contribution Lisa Pinney, Vinny Webb and Sam Lloyd all resigned during the year and Rob Williams finishes tonight after 9 years on the Board (3 terms of 3 years)

Conrad asked everyone to stand and remember the members of our Hockey Family who we have lost during the year, our condolences to the families and friends of Nia Starkey (Brecon 360), Dave Rushton (Newport HC), Graham Lewis (Whitchurch HC), Don Adams (FIH Umpire), Chris Bleach (Llanishen and Wales), Neville Browning (Neath HC and first President of Welsh Veterans/Masters), Norma Roblin (Life Member) and June Brown (Life Member)



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2 Apologies for absence:

Roger Caddick, David Salter and Lynne Thomas (Life Members), Derrick Heaton-Rue (Board Director), John Taylor (WHUA Chair), Dave Leighton (WHUA North Region Chair)
Anita Atkinson, Chris Atkinson, Judy Horrell, Bernie Wheeler and Jane Wheeler (HW members)
Bow Street Junior HC, Brecon HC, Caernarfon HC, Cardiff Medics HC, Cwmtawe LHC, Dysynni HC, Fishguard HC, Newcastle Emlyn HC, Newtown LHC, Teigrod Tywi HC, Welshpool HC
Mountain Ash School, Rougemont School, Sir Richard Gwyn School, Ysgol Gymraeg Bro Morgannwg, Ysgol Maes-y-Dderwen

3 Minutes of the 2018 AGM

The Minutes of the 2018 AGM were approved and signed as a true record of the meeting

4 Matters Arising from 2018 AGM Minutes

There were no matters arising from the 2018 AGM Minutes

5 To receive the 2018 / 2019 Accounts of HW

Chris Brewer referred to the accounts, available on the Hockey Wales website

Our Auditors, UHY Hacker Young, have finalised their audit and have once again, given Hockey Wales a clean bill of health with no issues raised. Presentation of findings was made to the HW Board at their 4th June meeting

Prior to the beginning of the 2018/2019 financial year and following a review of what was available in the marketplace, a decision was made to cease using Exchequer software and replace it with QuickBooks. Exchequer was best suited for far larger companies and (in comparison to QuickBooks) was not user friendly in either processing or reporting. QuickBooks enables us to provide regular reports (mainly on a weekly basis) to all staff who have input into budgeting and finances enabling tighter control of budgets. Reporting to Board has also been made simpler

Balance Sheet Summary (pages 7 & 8)

A surplus of £4,783 has increased our Reserves to a new level of £133,451. This figure is in line with projections during the year and is principally due to the number of occasions where replacement of various staff members was unavoidably delayed, or staff were not replaced

The Reserves requirement has been calculated to cover items considered low risk (£45k), medium risk (an additional £125k) and high risk (an additional £55k) and whilst Reserves are increasing, they are still short of the optimum total to cover all risks of £225k

Notes to the Financial Statements (pages 10, 11 & 12)

Note 4 – Other Investment relates to our 1-month notice account with Julian Hodge Bank

Note 5 - Close control of trade debtors had been maintained throughout the period with an end of year balance of £16.9k. Similarly, other debtors (prepayments etc.) had been maintained at a respectable level with an increase in the prepayments area due to flights and accommodation having been paid for this year but relating to tournaments in 2019/2020

Note 6 - As in previous years creditors (£212k – up £51k) includes accruals. The increase in accruals is primarily due to the new software not having a Purchase Order system whereby in previous years the additional payments due would have been included as being fully paid

Trading Income and Expenditure Account (page 13)

With the change of the financial software, we had the opportunity to re-categorise the codes etc. used, moving from the 4 "pillars" of High Performing Hockey Family, Vibrant Workforce, Growing the Game and High Performance to Business, Development and Performance which better represents the business. As such the 2017/2018 out turn has been recalculated into a "best fit" for comparison purposes but a true comparison will be seen in next year's accounts

Sport Wales Facility and Accommodation Grant Aid – this relates to the "in-kind" support and covers our use of the ATP, accommodation at SWNC, meeting rooms and office rental. Any expenditure over and above the grant is included in the respective budgets

Staffing – the various staffing payments have now been detailed in the section where the cost is incurred – Business, Development and Performance. The overall cost is a reduction of £48k due to the redundancy of 1 member of staff and replacement of others not being made until sometime after the vacancies became available. Note 2 on page 11 shows a drop in staff numbers from 14 in 2018 to 12 in 2019, as at the date of compiling this report further unplanned reductions leaves the staffing levels at 10 with two roles unfilled

Commercial - this continues to be an area in which we have difficulty in attracting "clean funds" to cover the cost of non-grant related activity

Corporate/CEO – no income (grant) was allocated to this budget line due to the overall reduction in Grant from Sport Wales

Tournaments – the overall net cost of our hosting of the U18 Boys EuroHockey Championship was £1.2k in comparison to the previous year's Senior Nations which cost just over £21k. No bid has been made for any tournaments in 2019/2020 or 2020/2021

Registrations – shows a small decrease in income. Associated membership numbers have been reduced by 486 to 6257. We have lost 3 clubs since last season – Crymych, Barry and UC Aberystwyth Men with 4 of our larger clubs recording reduced numbers. As in previous years, 90% of membership income received during the period 1st September to 31st March is accounted for in the financial year in which it is received with the remaining 10% carried forward to the following financial year – this figure equates to £10.4k

Education and training – as in previous years, courses were run subject to demand. We have recently agreed a contract with England Hockey whereby they will undertake all the administration for our courses except for 4689 and Level 1 Umpire courses which will be fully administered by Hockey Wales

Development Programme – a reduction in Grant received in this area with expenditure areas expanded and recategorized

National Youth & Domestic Competitions – increased support provided to Youth competitions thereby reducing the cost to clubs for the past season
Consideration will be given to on-going sustainability

Coaching Plan & Coach Cymru – All income from Sport Wales Grant with staffing being included in the overall Performance staffing line

Aspire – Support for our athletes who are involved with GB at either senior or development level, also includes specialist insurance

Performance Programme – additional funding was obtained from Sport Wales which assisted all those athletes involved, enabling their contributions to be reduced

360 Centres – our successful 360 centres continue to break even

Indirect Expenses – this shows an increase of £5.8k which is primarily due to the upfront payment for the new database (Sport80) and fees for recruitment of a CEO

General Comments - overall the accounts are in a healthy state although Reserves still need to increase. Thankfully the continued reduction in Sport Wales funding has not necessitated any additional staff roles being discontinued

Our Sport Wales Grant has been reduced on an annual basis over the past few years from a level of £705k (Exchequer £405k, Lottery £300k) in 2016/2017 to £621k (Exchequer £387k, Lottery £234k) in 2018/2019 with a further reduction in Exchequer funding to £368k in 2019/2020

Lottery funding, which is primarily aimed at athletes and coaching staff, tends to vary on an annual basis but it is Exchequer funding, that goes to support staffing, development programmes and coaching plan, that has been reduced on a minimum of a 5% basis over the past few years

Chris then used a power point presentation to demonstrate how reliant we are on Sport Wales funding with Exchequer, Lottery and Grant in Aid funding accounting for 61.1% of our total income in 2018/2019, when discounting tournaments (which are infrequent) this is increased to 67%

Risk Areas

Membership income – it is anticipated that Club Development Officers will continue to have an impact, and this should increase this year

Commercial Income – securing external sponsorship and other sources of income will be vitally important if we are to continue to provide a world class experience to our members, particularly, with the continued reductions in grant funding

Conrad Funnell thanked Chris Brewer for his work with the accounts and for his presentation

QuickBooks appears to be a better system for Hockey Wales and will help in the development of longer-term financial plans, taking advantage of commercial income and reducing the burden on players

Charlotte Wathan advised the meeting that a decline in membership was happening across all sports and it was important that we looked at membership differently

Conrad Funnell advised that Sport Wales funding is no longer about winning medals, they are looking at funding differently and it is important that we align to their values

Anne Barratt felt that not attending tournaments would have an impact on performance

Ria Male advised there would be test series opportunities but after hosting 2 tournaments in consecutive years it had been agreed not to host anything in 2019/2020

Mark Eggar referred to the £20k loss on the Senior Women's tournament in 2017/2018

Chris Brewer confirmed that this was the first time we had incurred a loss on a tournament and serious consideration would be given before offering to host again

A diagram, summarising the 2018/2019 finances, was included in the Annual Report

The meeting approved the 2018/2019 accounts

6 Annual Report

Ria Male referred to the 2018/2019 annual report which was available on-line

Ria highlighted the following:

- Commonwealth Games, Gold Coast, Australia, in April 2018 – fantastic performance from the Welsh squads including the women beating India and the Men beating South Africa and leading against England for a long time
- Sarah Jones represented GB during the FIH pro-league
- Beth Bingham, Izzie Howell, Eloise Laity, Rhys Bradshaw, Joe Draper and Ioan Wall involved in the GB Elite Development Programme
- 26 Welsh officials appointed to EuroHockey events and several appointments to FIH events
- The Masters programme continues to grow with 12 international teams involving Men and Women in the Over 35s to Over 70s age groups, congratulations to all especially the Men's Over 65s (Grand Masters) achieving a bronze medal in the World Cup and the Women's Over 60s who achieved a silver medal in the European cup, in Antwerp, last month
- Hosting the U18 Boys Euro Hockey Championship II, in Cardiff, in July 2018
- Development of initiatives, such as Hooked on Hoci, Flyerz, SMASH Hockey, Summers 7s and Player Development Centres ensuring hockey is for all

Ria congratulated Sheila Morrow, awarded an OBE for services to hockey in Wales, and congratulated Leah Wilkinson, who became Wales most capped sports player in May 2019

The meeting acknowledged the 2018/2019 Annual Report

7 Membership Fees

Hannah Bevan highlighted the points made in the summary document:

- Membership fees had not been increased in the last 5 years, funding cuts had been managed without increasing fees, but this was no longer possible
- Hockey Family membership will apply to those who **do not** play, train, coach or umpire – these all have their own respective categories. Anyone who trains only, will now be an adult or youth member
- Adult member – increase of £3, from £27 to £30
- Youth member – increase of £3, from £10 to £13

Mark Eggar (Whitchurch HC) asked why affiliation fees were being increased when 2018/19 accounts showed a surplus of £5,000

Ria Male reminded members that affiliation fees had not been increased in the last 5 years
Conrad Funnell advised that we would have been over budget, if Hockey Wales had been fully staffed all year, an increase in income could avoid redundancies, the tight budget limited what Hockey Wales were able to do, any increase would allow Hockey Wales to move towards the Reserves figure we should have

Conrad assured the meeting that affiliation fees would not be increased next year

Mark Eggar asked what difference the increase would make to Hockey Wales income

Chris Brewer advised that it was estimated that there would be an increase of £21,000, however, this is only an indication as it is not known which category current Hockey Family members will belong to

Anne Barratt (Howardian HC) asked what clubs receive for their membership

Mark Eggar asked what members were going to get for the 11% increase in Youth fees and the 3% increase in Senior fees

Hannah Bevan referred to the Membership benefits recently advised to members

Charlotte Wathan confirmed Hockey Wales were aiming to improve quality and provision of benefits offered to members

The expectation is that membership fees are paid for sport provision – Charlotte asked parents if they felt Hockey Wales membership fees were value for money

Callum Pink (Swansea HC) advised that the projected figures account for 9% of overall income again next season and asked what other income streams Hockey Wales were looking at

Ria Male advised that Hockey Wales were looking to maintain current income, the recently established Commercial Working Group would be aiming to increase income

Callum Pink referred to the various Hockey Wales initiatives and asked if they were going well and how success was measured

Hannah Bevan advised that Hockey Wales were currently evidencing the impact of Summer 7s

Callum Pink noted that Hockey Wales were looking to increase membership fees and were also charging for initiatives. Hannah Bevan confirmed this

Louise Riley (South Wales Youth Hockey) advised that the SWYH group have seen an increase in the number of youth teams entering competitions and felt the incentives were working

Adrian Hibbert (Bridgend) advised that many clubs have had their AGMs and have set their membership fees for next season, they were now being asked to fund an increase in Hockey Wales fees. Clubs can see what they get from their club for their fees (e.g. pitch hire or coaching costs) but not what they get from Hockey Wales

Charlotte Wathan explained that whilst clubs can see what they get for their money at a local level, it is more difficult to see at national level e.g. the Welsh Government have a strategic health plan which Sport Wales are working towards, Hockey Wales have to support this in order to receive funding from Sport Wales

Kate McCoy (Chepstow HC) advised they had many Hockey Family members and the increase would have a huge impact on their club

Ria Male confirmed Board had discussed this and had felt that redefining a Hockey Family member would be fairer for all clubs

Joanne Harris (Gwent HC) felt that a £3 increase for both adult and youth members would impact on clubs with large youth sections

Ria Male confirmed Board had given this a lot of thought

Joanne advised they have several students who attend training when home for holidays and asked if they would need to be affiliated as playing members (currently affiliated as Hockey Family members)

Chris Brewer confirmed they would have to be affiliated as playing members, this would ensure they would be insured to participate

Philippa Kestle (Cowbridge HC) advised they were a junior club and asked if their members could continue playing in Howardian's Development team

Mark Eggar (Whitchurch HC) advised that if any of their members played senior hockey for other clubs' they could not play junior hockey for Whitchurch

Hannah Bevan to discuss with Philippa Kestle

Chris Marriott (Christ College Brecon) asked if Hockey Wales would be differentiating between paid and unpaid coaches

Ria Male advised the affiliation fee of £10 was for all coaches irrespective of whether they were paid for their coaching

Adrian Hibbert (Bridgend HC) acknowledged reduction in coach only fees to recognise the good work these volunteers do within clubs but there was no recognition for those members who also play and/or coach

Philippa Kestle (Cowbridge HC) felt it was vital to grow the number of coaches and umpires

Kate Williams (Carmarthen HC) confirmed that a Coach only member would now pay the same fee as an Umpire only member

Joanne Harris (Gwent HC) advised that some clubs cover Hockey Wales membership fees for coaches and umpires in recognition of their contribution

Adrian agreed, but explained that members receive the same benefits from Hockey Wales regardless of who pays their membership fees and the Hockey Wales statement recognises the good work of coaches only

Charlotte Wathan acknowledged the statement and asked the meeting to think about ways of rewarding the good work of their members

Kay Tyler (Rhondda HC) and Annie Petherick (Howardian LHC) acknowledged the need to increase fees but queried the timing of the notification

Ria Male referred to the proposed changes to the Articles of Association (agenda item 8) which would give Hockey Wales flexibility with regard notification of proposed amendments such as changes to affiliation fees

Chris Shaw (Cardiff & Met HC) felt gradual increases to affiliation fees would be preferable, instead of a big increase

Ria Male acknowledged this

Mark Eggar (Whitchurch HC) asked if there was any scope to change the proposal

Ria Male advised this was not possible, the proposal could either be accepted or rejected

Proposal:

Hockey Family Members	those who do not play, train, coach or umpire			
Adult Member (18+)	fee increase of £3	from £27	to	£30
Youth Member (Under 18)	fee increase of £3	from £10	to	£13
Coach Only	fee reduction of £14	from £24	to	£10

Members approved the Board's recommendation to amend the membership fees with effect from the 2019/2020 season

Conrad Funnell advised that the close vote (accepted by 13 votes to 10) reflected the discussions held by Board who had gone back and forth looking at different options

Sheila Morrow (Life Member) stressed the importance of communicating with members throughout the year, not just at the AGM - it is important for members to see where money is being spent

Ria Male advised that a new Communications and Marketing Lead had been appointed and would be in post with effect from 1st August. Hannah Bevan and Ria Male had been looking after comms for the past 4 months.

Roger Harris (Life Member) acknowledged the increased use of Social Media (Twitter, Facebook, Instagram) for communicating but asked if the Hockey Wales website could also be updated with domestic competition / club news

Phillipa Kestle (Cowbridge HC) felt that Hockey Wales had a strong pyramid base with several club members playing at grass roots level and the website should reflect this – it is not all about performance / international teams

Conrad Funnell acknowledged that improvements could be made

8 Proposed changes in Articles

Conrad Funnell explained that the current Articles of Association were last amended in 2015 and that following changes within and outside Hockey Wales, the Directors, supported by Sport and Recreation Alliance and Social Business Wales, had undertaken a review and were proposing several changes to the Articles of Association

Conrad highlighted the key changes:

- Definition of terms – various terms added, and Annual General Meeting removed
- Replacing chairman with chair
- Additional section (16) included, setting out the requirements for a director who may have an indirect or direct interest in any existing or proposed transactions or arrangements with Hockey Wales
- Increasing the number of directors from 9 to 11 (from 3 to 7 appointed and 5 to 3 elected) to create a skilled and diverse Board
- Appointment of a Senior Independent Director
- Elected Director terms will be 3 years, Appointed Director terms will be 2 years
- Annual General Meeting to be replaced by a General Meeting
- Voting options including postal and electronic (email) voting

Increasing the number of Directors

Sheila Morrow queried the increase in the number of Board Directors and asked when Hockey Wales last had a full complement of Directors

Ria Male confirmed that the Sport & Recreation Alliance recommend 11 Directors, based on the size of the organisation, 8 skill sets had been identified as needed

Charlotte Wathan advised that increasing the number of Directors would result in a more diverse Board

Ria Male advised that Hockey Wales members could apply to be appointed directors as well as being nominated for elected director positions

Annual General Meeting to be replaced by a General Meeting

Chris Marriott (Christ College Brecon) asked if having an Annual General Meeting was a legal requirement

Conrad Funnell confirmed that the proposed Articles are compliant and are aligned to both the Governance and Leadership Framework for Wales and the Companies Act 2006

Roger Harris (Life Member) asked if there would be a meeting every year

Kay Tyler (Rhondda LHC) felt it was important to have a formal meeting, with club members, annually

Callum Pink (Swansea HC) asked if a meeting could be held every year

Ria Male advised that whilst it would not be necessary to have a meeting every year, the natural cycle of election of Directors would result in a meeting every 2 out of 3 years. There were no elections in 2018 and no agenda items requiring a vote, but an AGM had had to be held

The proposed changes would give the Board flexibility with regard meetings (not necessary to hold annually in July) and 28 days' notice, not 3 months, would be required

Sheila Morrow (Life Member) felt that AGMs gave members an opportunity to contribute to Hockey Wales and asked if this contribution would be reduced if we no longer hold AGMs

Chris Marriott (Christ College Brecon) felt that if Hockey Wales communications increase, the need to meet might be reduced

Ria Male advised that an Engagement Working Group was being set-up. The Group would be looking at ways to engage with membership as well as actively looking at opportunities to engage

Sheila Morrow (Life Member) asked if changes to affiliation fees could be advised to members earlier
Adrian Hibbert (Bridgend HC) asked if clubs could be advised of affiliation fees for following season before the current season ends
Conrad Funnell acknowledged these requests

Phillipa Kestle (Cowbridge Junior HC) asked if a meeting could be called by members
Ria Male advised that a General Meeting could be called by no less than 6 members (clubs and / or schools), with at least 2 being from North Region and 2 from South Region
Conrad Funnell advised that a meeting could be called at any time at the request of the Directors

Phillipa Kestle (Cowbridge Junior HC) asked if there were any cost implications in the proposed changes
Conrad Funnell confirmed that all Board Directors were volunteers and there would be no additional cost implications if the number of directors was increased

Members approved the Board's recommendation to amend the Articles of Association, with immediate effect

21 in favour, 1 against, 1 abstention

9 Position of President

Ria Male advised that the position of President had been advertised but no applications had been received, the HW Board had discussed and did not feel it necessary to appoint at this time

10 Election of Directors

Following the changes to the Articles of Association, one Elected Director position available

Anne Barratt was elected as a Director, for a three-year term
Election was held by closed ballot – scrutineers Chris Brewer and Jane Price

Chris Brewer, Company Secretary, thanked Conrad Funnell for his contribution to Hockey Wales, as a Board Director, especially during the past 6 months when Conrad had been Interim Chair and for chairing the AGM

11 Date and Venue of 2020 General Meeting

Date and venue to be advised

There being no further business Chris Brewer declared the meeting closed at 21.00 p.m.

Signed as a true record:
Conrad Funnell, Chair of HW Board and Chair of 2020 General Meeting

Date:

End of Minutes
Minutes taken by Jane Price, Hockey Wales, Business Support Officer