



**Minutes of 1st Executive Committee Meeting
2016 – 2017 Season
Held @ Cross Keys Pub - Penrith
12 October 2016**

E-1-16/17-1 ATTENDANCE/APOLOGIES

1. Attendance

Tom Armstrong	Chairman, Secretary, Tournament Organiser & M&R Organiser
Chris Lilley	County Team Organiser, County League Secretary & Treasurer,
Guy Huxtable	Marketing, Publicity & Communications Officer
Jonny Irving	Marketing, Publicity & Communications Officer & Website Management

2. Apologies

David Henderson	Junior Organiser (Retired from committee)
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E-1--16/17-2 EXECUTIVE COMMITTEE MEETING 2015/2016 – 15 June 2016

2.1 Approval of Minutes

The minutes were approved as a true record of the meeting

2.2 Status of Actions from the Meeting

[Section 2.2](#) Get last season`s (2014/2015) accounts audited – by 22 June – Chris – **Action complete**

[Section 2.2](#) Advise IC Team Captains that we have £300 limit on expenditure for county team expenses – **Chris - still to do**

[Section 2.2](#) Contact all clubs with outstanding fees and get payment by end of season – 30 June 2106 - Chris – **Action complete**

[Section 2.2](#) Instruct coaches to present formal invoices for payment - not expense forms – Chris – **Action complete**

[Section 2.2](#) Submit return to Charity Commission for year ending June 20 2016 – **Guy – still to do**

[Section 3.2](#) Issue AGM meeting notice to meet constitution requirements – Tom – **Action complete**

Section 3.3 Issue AGM Chairman`s report. ADP report, Details of persons standing for election/re-election, Treasurer`s report with the AGM notification – Tom All issued with the exception of the

Treasurer`s Report that was presented to the membership at the AGM – **Action complete**

Section 4.1 Get the accounts for year end 30 June 2016 audited – Chris – still to do - the accounts had to be amended

Section 4.1 Windscale IMS situation – advise the club that we will accept its IMS payment proposals for this season and organise payment of it. But, inform it that for next and future seasons we expect full membership payment. We must treat all clubs in the same fair way – Chris – **Action complete**

Section 4.3 The Hadfield Trust

Advise the trust that we have split the £1000 grant between junior team travel and support for juniors on the Level 1 Coaching Course – Tom – **Action complete** Provide photo of county team players in county kit – to support the formal report to THT- David (Tom will organise the team photo in David`s absence)

Provide a photo of the juniors at the Level 1 course - to support the formal report to THT – Guy - **Action complete.**

Prepare the formal report to the Trust – Tom

Section 4.5 CSR Development Fund – Now that NWRP provides development funding withdraw the development of a local fund from next season`s ADP – Tom. This will be done – **no longer required as a specific action on this list**

Section 5 Send Tom final ADP information for initiatives in their areas of responsibility - All – **Action complete**

Prepare the final ADP report for presentation at the AGM – Tom - **Action complete**

E-1-16/17-3 2015/2016 AGM 28 July 2016

3.1 General

This first AGM of the organisation as a CIO was carried out in a way that met all of the requirements of the new constitution. The meeting quorum was achieved.

In accordance with the constitution requirements for the first AGM of a new organisation all Trustees resigned. All then offered their services for continuation of service and were voted in by the members. Refer to Section 5

3.2 AGM Minutes

3.2.1 The minutes were issued to Executive & Junior Committee members, Angela from ES and were posted on the website for clubs and individual members.

3.2.2 There were no specific actions from the minutes

3.2.3 There was one omission from the minutes - Michael Saint of Appleby offered his apologies for the meeting to Tom who forgot to report it - sorry Michael.

E-1-16/17-4 LEVEL 1 COACHING COURSE

The course was successfully held at Penrith SRC on 1 October 2016 - Paul Bell Was tutor.

There were 9 delegates - 5 were juniors.

E-1-16/17-5 CIO TRUSTEES

David Henderson who was a Trustee has resigned from the office as a result of his retirement from CSR Organisation. Formal notice to the Charity Commission will be made - **Guy**

E-1-16/17-6 JUNIOR COUNTY CLOSED CHAMPIONSHIPS

The competition was successfully held at Carlisle SRC on 25 September 2016

It was a one day event because the entry was disappointingly low – 25 players – 18 boys & 7 girls.

David said that it was the lowest entry in all of the years he has been involved in junior squash – Tom supported that view.

The Matthew Allison Award was presented to Alfie Wells – U11 player from Carlisle Squash Club – congratulations to Alfie

E-1-16/17-7 SOUTH AFRICAN KNIGHTS VISIT

This season is the time for the once per two year SAK visit to UK

We will be hosting the team at Windscale SRC on Friday 6 January 2017 & Carlisle SRC on Saturday 7 January. Ian Richardson & Ronnie Bell are working directly with the SAK organiser to finalise details.

E-1-16/17-8 COUNTY LEAGUE

As a result of discussion after the AGM about the possibility of changing the day for the County League matches to try and attract more teams to compete, Chris worked with clubs to see if a change should be made – the general feeling was that we stay as we are.

Entries this season are: Premier Division – 5 teams, Division 1 – 9 teams. Refer to Appendix 1

E-1-16/17-9 Grass Roots Development

As detailed at the AGM and in 2015/2016 ADP final report the work that the Junior Committee has been doing with clubs over the last 2-3 seasons to support ES Grassroots Development Fund project to try to encourage more junior players to join clubs, with one exception, has been unsuccessful and has been abandoned in its current form . So, we are back to the drawing board to decide what we do next. Grass roots development is still a high priority for us.

The Junior Committee will still continue to hold the Inter Club Mixed Team Competition for players who have not played for the county – which was introduced a few seasons ago for grass roots development purposes – this is making slow progress

Jonny & Tom introduced to an alternative proposal from the Junior Committee that was encouraging. A write-up will be prepared on it for presentation to clubs - **Jonny**

The plan is to hold a combined Executive & Junior Committee meeting and invite representatives from clubs not covered by the committee members to it. This will allow county wide input, decision making and approval for this proposal and may come up with new ideas. Refer to Section 13

E-1-16/17-10 JUNIOR COUNTY COACHING & INTER COUNTY TEAM PROCESS

9.2.1 Gavin has county coaching sessions organised and dated for the rest of 2016 on the basis of the current process.

9.2.2 Current concerns with the process as detailed in the minutes of the AGM are to be addressed at the combined meeting. This may result in major changes being made to it if the members approve the proposal being presented by the Junior Committee.

E-1-16/17-11 ACTIVITY & DEVELOPMENT PLAN 2016/2017

A first rough draft plan will be prepared to get the process moving on activities other than junior development – projects associated with that will be developed after the combined meeting.

E-1-16/17-12 FINANCIAL

12 1 NWRP Development Funding

We expect to be making changes to our development processes as a result of the review we are planning for junior development, coaching and IC activities – as above. Any changes that affect the Forum development plans and associated funding applications will be communicated to it – **Tom**

12.2 2016/2017 Budget

Developing an operating budget this season will not be a major problem. We did not finalise the budget last season as detailed in the AGM minutes but the ground work that was done on it will be the sound basis on which this season's budget will be developed. In addition, our expenditure will be significantly less than last season because of only fielding one junior team in the ES IC Championship. **Chris & Tom** will start work on it.

12.3 Requests to Clubs & Individual Members for Team Fees & IMS

Chris sent a note to clubs requesting these fees & subs today (12 October)

Tom noticed omissions on the note - Workington Junior Squash Club & CSR Individual members - these will be added - **Chris**

12.4 Sponsorship from Thomas Graham

Roger will be contacted for the £1000 cash sponsorship he gives every season for CJS – **Chris** – **our thanks to Roger**

12.5 Feedback to The Hadfield Trust

There is a formal feedback requirement for us to detail to the trust how the £1000 grant we were given by it was spent. An open action in Section 2.2 above is associated with this – **Tom**

E-1-16/17-13 JUNIOR GROUP

13.1 David Henderson - Retirement

We are disappointed to report the retirement of David Henderson our Junior Organiser from the organisation – after 19 years of dedicated service.

Tom expressed his appreciation of the work David has done and thanked him for his dedicated and very effective service – all of the committee members supported this. He has prepared a tribute to him (refer to Appendix 2) that will be posted on the website – **Jonny**

David qualifies for CSR Long Service Award. Tom presented him with an inscribed tray at the Junior County Closed Championships. There are very few people who have been given this award – for obvious reason. Vince Todhunter and Ronnie Harris are the only other members to have achieved it. Both continued to serve after receiving their awards – Ronne had served 26 years at the time of his retirement and Vince 29 years.

13.2 The Future Management & Operation of CJS

The ideal situation would be to appoint another person as a direct replacement for David. Tom has been sounding out a few potential replacements to see if they would be interested in being considered for the office but there are no volunteers at the moment.

It was agreed that this should be the major topic for the combined meeting mentioned above – invitations for the meeting will be sent out soon - **Tom**

To close this meeting some time was spent discussing the various ways we could operate if we can't replace David directly. These will be debated at the combined meeting and we will be encouraging ideas from the floor.

E-1-16/17-14 NEXT MEETING

To be arranged - **Tom**

APPENDIX I

Cumbria Leagues, 2016-17 Season

2016-17 Sq
Leagues, Mens Prem

APPENDIX 2

Hi everyone,

David Henderson`s Retirement from Cumbria Squash & Racketball

David recently advised us that for personal reasons he would be retiring from the organisation on Sunday 25 September 2016 at the end of the Junior County Closed championships. This was a great surprise and disappointment to everyone but we all fully understood his reasons and respected and supported his decision.

David has been one of the longest serving volunteers in our organisation ever – there are only a handful of other people who have given a similar “sporting lifetime” of dedicated service to it.

He joined the organisation on the Executive Committee in 1998/1999 so this is his 19th season of continuous service to it. Over all of those years as well as working on day to day Executive Committee business he has had specific development responsibilities – the first nine years were as Development Officer focussing on the whole scope of our organisation and the last ten years as Junior Organiser leading our junior development initiatives.

David has been very effective in every job he has had – he is a great leader, professional in all he does, an effective administrator and an energetic `hands-on` worker when required. And, equally important to me, he has done his work in the quiet and friendly way that is the measure of the man – he is a real gentleman

Because of his length of service most of you reading this may not be aware of his Development Officer work but I am sure you know about his work with our juniors.

He was appointed as Junior Organiser in 2007/2008 season with the remit to continue the good work of his predecessors Liz Jackson and Ray McCreadie, who themselves did excellent work, and to further develop our junior set up.

He has certainly done that – he has been leader of, and one of the major contributors to, the work of the excellent junior committees we have had over the years. As well as effectively organising and managing our junior competitions and tournaments they have designed, implemented and developed our extremely effective junior coaching & development processes that have resulted in progressive year by year increases in the performances of our junior teams and individuals to higher and higher levels. The fantastic individual and team achievements at national level in the last 3 years show just how effective those processes have been. Our achievements have not gone unnoticed and in recent years I have been contacted many times by England Squash to congratulate us on our performances and the excellent conduct of our players and support teams – what a great boost to the image of CSR within ES network.

I think that says it all doesn't it? David will be a hard act to follow

We have a Long Service Award that you may not know about because very few people qualify for it – I presented David with his at the Junior Championships.

I am sure you will all join me when I say to David: we are very sorry to see you go – it has been a pleasure working with you - thank you for all of the work you have done for our organisation - best wishes for the future to you and Ann.

Tom
Chairman CSR
5 October 2016

