



# Cambourne Exiles Rugby Football Club

## Minutes of the Annual General Meeting

Held on 3<sup>rd</sup> July 2008, 9:00pm, The Hub, Cambourne.

### 1. Opening of the AGM.

Chairman, **Mark Lisher**, called the meeting to order and welcomed everyone to the 3<sup>rd</sup> AGM of Cambourne Exiles RFC.

**Members present** : Mark Lisher (Chairman), Neil Ingham (Hon Secretary), Mark Griffiths (Treasurer), Peter Simpson (Fixtures Secretary), Keith Robinson, Darren Macey, Andy Nichols, Ben Yeats, Oliver o'Dea, Bob Cox, Dan Sundler, Howard Smith, Peter Dreuitt, David Warwick, John Gregg, Johner Kawuma (arriving late).

### 2. Apologies for Absence

**Received in advance from** : Steve Brudenell, Dave Hatrick, Will Charter, George Harrison, James Sundler, Johner Kawuma.

### 3. To Review the minutes from the 2007 AGM

The minutes of the 2007 AGM were accepted as a true account of the meeting.

### 4. Matters Arising

No issues were raised.

### 5. Committee Reports -

#### Chairman

**ML** expressed his grateful thanks to all those involved in the club, on and off the pitch, during the 07/08 season. **DM** was given an extra "thank you" for his efforts in establishing youth rugby within the club during this period. **ML** described the excellent start to the season with lots of players attending training and being available for matches, allowing us the luxury of having substitutes for several matches. With the unfortunate loss of several players to other clubs during the first half of the season and the number of injuries accruing over the months, it become harder after Xmas to field a consistent team from week to week. **ML** reiterated his thanks for the excellent efforts of all allowing us to complete our league commitments.

**Secretary** See attached Report

**NI** responded to a query by **DM**. As the plans for the proposed joint sports clubhouse are at such an early stage of development, the amount of funding needed to be raised by the sports clubs is unknown and will depend on the size of the facility and the contribution made by the development consortium.

**Treasurer** See attached Report

**MG** and **NI** responded to a query from **AN** that the club does not have charitable status. **DS** asked how many players has been lost relative to the start of last season. The club has lost 10 players during the course to the season, to other clubs or to retirement-inducing injuries. Coupled with this loss of membership subs and a worrying amount of outstanding match fees, club income has taken a significant knock over the last year. This has not been offset by sponsorship income, also significantly down on last year. **MG** is to chase those members still owing money to the club for immediate payment. **NI** raised the matter of CASC status, as a way of enhancing income from contributions made to the club. **MG** is to further investigate this option over the coming year.

### **Fixtures Secretary**

**PS** reminded the AGM that the club need to play a minimum of 20 matches against 12 different clubs each year in order to maintain eligibility for RFU section I status. In the GK league, the Exiles won 10 and lost 10 matches, finished a creditable 4<sup>th</sup> of 11 clubs in the Deuxieme Nord table. There are significantly more teams entered in the Deuxieme division for next season and this has resulted in the teams being spilt once again into 3 geographical areas. Cambourne continue in the Deuxieme Nord table and will play matched against Cambridge Exiles, Shelford 4, St Neots 3, Ely 3, Cantabrigians 3 and Newmarket 3. Once GK Cup and County Cup matches are drawn, **PS** will be add these to the fixtures list and then aim to fill other weekends to give the club its target of 2 matches in 3 weekends. **ML** stressed the importance of advance knowledge of player availability to allow other friendly matched to be arranged is a team can be raised. **PS** will be acting as Table Manager for the Deuxieme Centrale Table, to arbitrate disputes.

### **6. Nomination / Election of Committee Positions**

All Club Officers resigned from their roles, expressing their willingness to continue in the roles if re-elected.

<b>Role</b>	<b>Chairman</b>	<b>Hon. Secretary</b>	<b>Hon. Treasurer</b>	<b>Fixtures Secretary</b>
Nomination	<b>Mark Lisher</b>	<b>Neil Ingham</b>	<b>Mark Griffiths</b>	<b>Peter Simpson</b>
Proposed by	<b>DM</b>	<b>BC</b>	<b>DM</b>	<b>DW</b>
Seconded by	<b>BY</b>	<b>BY</b>	<b>BY</b>	<b>BY</b>
Vote	unanimous	unanimous	unanimous	Unanimous

### **7. Election of Club Captain for 08/09**

The committee would like to thank Will Charter and David Warwick for their efforts, as Captain and Vice-Captain, respectively, during the 2007/08 season. David Warwick, in particular, played a blinder in organizing teams towards the close of the season to ensure that all league match commitments were completed which greatly helped our standing the final league table.

From a poll of club members taken before the AGM, 6 names were received by the Club Secretary as nominations for club captain. Of these, **DW** and **DS** were prepared to go forward to the ballot. From the votes cast at the AGM, **Dan Sundler** was duly elected to the role as club captain for the 2008/09 season.

[In a subsequent meeting on July 10<sup>th</sup>, **DS** invited Bob Cox to be his Vice-Captain for the coming season. **BC** happily accepted, with the backing of all present]

## **8. Nomination / Election of Non-Committee Positions**

**NI** outlined that the committee had recently decided that role-profiles would be posted on the club website to give members a reference of who is responsible for the various tasks and commitments of running the club in the manner laid down by the committee. Role profiles were produced by **NI** along RFU guidelines with application to the specific requirements of the club. These roles and sub-committee groupings of the positions will be detailed in a Membership Handbook under production over the summer by **NI**. It was emphasized that this club management structure is open for debate and that evolution and refinement of the structure is expected over the coming years. The following members were selected by those present to take on various roles :-

<b>Advertising Officer</b>	Ben Yeats
<b>Club Coaching Coordinator</b>	Darren Macey
<b>Coach</b>	Darren Macey, Howard Smith, Peter Dreuitt
<b>County Representative</b>	Neil Ingham (Mark Lisher)
<b>First Aider</b>	Neil Ingham, Andy Nichols, Howard Smith.
<b>First Aid Officer</b>	Mark Griffiths
<b>Press Officer</b>	Ben Yeats
<b>Recruitment Officer</b>	Darren Macey
<b>Social Secretary</b>	Ben Yeats
<b>Sponsorship Secretary</b>	Bob Cox
<b>Volunteer Coordinator</b>	Neil Ingham
<b>Welfare Officer</b>	Keith Robinson
<b>Youth Coordinator</b>	Keith Robinson

## **9. Membership & Subscriptions Issues**

It was agreed that club subscriptions and match fees are to remain the same as the previous year. **ML** again stressed that payment of monies owed to the club by members is essential and that members and players should pay in a timely manner such that **MG** does not have to chase individuals for outstanding fees.

## **10. Youth Rugby & Welfare Issues**

**NI** stressed the need for CRB-checking of all those participating in rugby activities involving children. **KR** will push through checks over the summer months. **DM** thanked **KR** for his helped behind the scenes during the last season. **KR** has the full support of the club in his new role as youth coordinator.

## **11. Senior Fixtures for 08/09**

Covered in **PS**'s report as Fixtures Secretary.

## **12. Training**

It was agreed the pre-season training will begin on Wednesday 16th July. **DM** stressed the need for good player numbers to make the effort to turn out each

week so that coaches and players can get the most benefit from training. **DS** added that turning out even if injured is good for team moral. However, **AN** warned that training is for training and should not be treated as a social event!! **DM** and the coaches will need to re-iterate the positive benefits of training to individuals and the team as the season progresses. **Oo'D** offered to help with fitness training using his experience from his boxing career. **JK** notified members of his contact with fitness instructors if needed to aid training. **PD** and **DM** will aim to arrange training / coaching sessions for players with Cambs County CCC, Bob Mann, and ECRU RDO Lee Adamson (ex-British Lion). Players will be notified of these events well in advance to ensure good turn-out.

### **13. Experimental Law Variations**

**NI** briefly outlined the IRB ELVs which will be in force for the coming season. **BC** recommended that coaching directed specifically at the ELVs should be provided before the season starts. **NI** notified members that the ELVs and a complete set of IRB Laws are available in pdf format for download from the club website.

### **14. Any Other Business?**

- **DM** & **PD** proposed that a pre-match routine is developed. **DS**, **DM** etc. will work together to develop warm-ups & coaching to run prior to each game.
- **AN** enquired about the extent of first aid cover to be provided at events. **NI** and **MG** clarified that anyone needing assistance should be given first aid. The club has a duty of care to any players, officials, spectators and visitors and the club will cover the costs of replacement of any items used from the first aid kit. **AN**, supported by **ML** and the committee, clarified that the first aid kit is **not** to be used to provide of personal kit (tape, vaseline, Deep-Heat etc). Players should bring sufficient accessory kit for their own use.
- **JG** enquired about running social games / events in the next off-season, eg. rugby 7's, 10's, etc. Other clubs, friends, and anyone able to enter a team would be welcome, with Cambourne Exiles providing food & drinks. With the Sports Centre due to be operation by then, such an event is now a much more feasible option and early planning will be needed to ensure success.
- **DW** stressed that recruitment of new players and club members is key to the development of the club. The summer time is a good opportunity for this and a village wide letterdrop / ad in the Crier was suggested as a way of advertising an open-to-all rugby taster session to be held in August. **NI** will develop a "flyer" for printing / submission to the Crier. **BY** / **DM** and others will arrange circulation.
- **HS** asked on which night(s) training will be held. **DM** and **ML** confirmed that training will be in the usual 7-9pm timeslot on the rugby pitch on Wednesday nights, starting from August 16<sup>th</sup>.

Minutes from this meeting prepared by **Neil Ingham** (July 2008).

## Secretary's Report – AGM 2008

Neil Ingham, Mark Griffith and Mark Lisher have attended meetings with officials of Cambourne Parish Council to keep the CPC updated on the progress of the Cambourne sports clubs and to discuss current and future needs of the clubs. Work on the long awaited Sports Centre has started and it is due to be available for use by March '09. The associated maintenance compound should be available in advance of this. We have an agreement with the CPC that the floodlights and scrum machine can be housed in the compound. Discussions are underway between the clubs, the CPC and the development consortium to provide a joint clubhouse and changing facilities. Current plans are to include 4 changing rooms, showers, officials changing and first aid / physio, committee, club rooms and a kitchen and bar. The developers will be unable to fully fund this facility and plans are being developed for the rugby club to work together with the other clubs and CPC to obtain more funding to allow the desired facility to be provided.

Supported by Roger Pierson, ECRU, Cambourne Exiles RFC have met the criteria to be apply for RFU Section I status. Our application, proposed by Karl Grenz (Hon. Secretary, Cantabrigians RUFC) and seconded by Malcolm Flood (Hon. Secretary, Saffron Walden RUFC), was submitted in early June 2008. We await a decision on the application. What does it mean for the club? Amongst other things, the club gets a vote at the AGM of the ECRU and RFU, but of most interest to members and potential sponsors is that we'll receive an allocation of tickets for international matches through the RFU.

We hosted a visit by senior members of ECRU and the RFU in November. The RFU were impressed by the progress we're making and are keen to see that we succeed. Some good contacts were made and we need to ensure that these are maintained in the future to allow the club to benefit from their skills and experience, particularly of ECRU RDO Lee Adamson, based locally in St Neots and Andrew Sarek, Director of Community Rugby with ECRU, who is now "one of the 53 old farts" at Twickenham.

Darren Macey, helped by Howard Smith and latterly by Keith Robinson, have pushed forward with establishing Youth Rugby within the club. The club thank Darren as he steps aside as Youth Coordinator and anticipate that the foundations already laid will be built upon in the coming year. Grateful thanks go to Howard Smith for his efforts in securing much needed sponsorship money for the club. Thanks also to David Warwick and the GoPlayRugby team. The RFU have hailed the GPR campaign a great success. Unfortunately much of the focus seemed aimed at larger clubs and Cambourne Exiles have recruited only 1 new member to date through GPR. Perhaps PlayOn will bring us more members over the coming year(s).

Discipline on the pitch has generally been excellent, with only 2 yellow cards received during the season. In one incident, a sin-binning was incurred through back-chat to the referee. Players are reminded that match officials must be respected and their decisions accepted at all times.

Neil Ingham and Pete Simpson attended the Greene King Merit Table AGM at Hertford RUFC in May. Neil Ingham and Mark Griffith attended the County AGM at Shelford RUFC in June. Chairman Alec Motts stepped down from the Chair, to be replaced by Chris Mephram. Alec has been a huge driving force in local Rugby for over 30 years and he has been of great help and support in the establishment of Cambourne Exiles RFC. We wish Alec as much success on the golf course over the coming years! Bob Mann County CCC is pushing to increase the role of the CCC with the county and CB framework and Cambourne Exiles should actively participate in the growing initiative.

## **Treasurer's Report AGM 3<sup>rd</sup> July 2008**

### **Last 12 Months**

During the last 12 months, Cambourne Exiles has been operating funded by club subscriptions and match fees:

### **Club Income**

#### **Subscriptions**

£1475 decrease on previous year to date **£1045** due to decreasing club role and unpaid club fees of £324. There was also a reduction in club subscriptions from £120 to £60. However even with this change we still have outstanding fees despite reminders.

#### **Match fees**

£747 decrease on the previous year to date **£1510 this is** due to weekly games

#### **Sponsorship**

£950 decrease on previous year to date of **£500**

#### **Awards for All**

We still have **£1240.31** available for training and kit, it has been confirmed by AFA that we can carry over our money and not have to return it.

Pitch fees how up as -£10 because we set aside £330 to pay for the pitch hire for 2006 – 07 this was subsequently waived by the parish council. This was shown as debtors on last years accounts.

In 2006 – 2007 we had £335 in outstanding club fees (Bad debt); due to the loss of these players in 2007 – 08 the amount shown as creditors has been removed. Over the last two years we have lost £659 to unpaid match fees and subscriptions.

Our main activity has to be the facilitation, growth and consolidation of the club in its fourth year. We failed to obtain any significant sponsorship this season. It is hoped that the Monkfield Arms will continue to support us; however it is important that new avenues of sponsorship are obtained in order to promote our continued development.

We currently have £6367.54 in the bank (2006 2007 we had 5880.06). The club is currently in a strong financial position for the end of year. We currently have no outstanding obligations and so will start the new year strongly.

### **Funding – the future**

With further growth in club revenues due in the next year it is hoped that the club again will increase membership and subsequent revenues.

I would hope that in the next twelve months we will attract more sponsorship, particularly to replace the team strip.

**Mark Griffiths**

**Honorary Treasurer, Cambourne Exiles RFC**

## Statement of Financial Activities - 2007/8

<u>Receipts</u>	<u>£</u>
Donations	177.00
Fund raising	369.75
Sponsorship	500.00
Kit	260.00
Sports Grants	922.88
Christmas Dinner	195.00
Training	0.00
Subscriptions	1,045.00
Fines	10.00
Match Fees	1,510.00
Merchandise	0.00
End of season	785.00
Loan	0.00
Bank interest	158.23
<b>Total</b>	<b>5,932.86</b>

<u>Payments</u>	
Fund raising	0.00
Equipment	370.37
Administration	674.24
Christmas Dinner	336.10
Equipment AFA	922.88
Fees	309.38
Kit (clothing)	441.23
Mileage	165.60
Catering	14.95
Hospitality	85.60
Pitch Fees	-10.00
Merchandise	0.00
Training Costs	0.00
Depreciation	0.00
End of Season	1,156.15
<b>Total</b>	<b>4,466.50</b>

**Income/(Deficit) 1,466.36**

### Balance Sheet

Fixed Assets	0.00
Bank	5,701.07
Petty Cash	666.47
<b>Total</b>	<b>6,367.54</b>

Profit & Loss Account	1,466.36
Debtors	0.00
Creditors	0.00
Awards For All	1,240.31
P&L B/f	3,660.87
<b>Total</b>	<b>6,367.54</b>