**The Cardiac Exercise Club**

**Annual General Meeting**

**Minutes of Meeting**

Wednesday 8 May 2012 – Merton Hall, 76 Kingston Road, SW19 1LA. 7.00 – 8.00pm

Attendees:

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| Fiona Swinfen-GreenRon ReddickMarian Jean FieldFadi HannaJoan MeayersIan VecockPhil PriceDiane Bul | Chris WaltonSue LansleyRoy PopeSue Gyngell Michael BarronAnn HiltonFred SchaubMichael Barron |

1. **Apologies:**

Nigel Crump, Richard Hilton, Kathy Ward, Bruce Burnham, Barry Miles, John Farebrother, Tony Cox, John O’Brien

1. **Minutes of previous meeting**

Fiona Swinfen-Green opened the meeting as Chair of the Club and welcomed all to the meeting. It was noted that at last year’s meeting the treasurer’s report had not be fully considered. Fiona read out the report that highlighted key points from 2010/2011, including Merton Council’s decision not to provide the club with a further important grant; the club reserves being sufficient to cover the expected shortfall in the meantime; a drop of 31% in exercise hours compared with the previous year and hence lower donations and the attendant gift aid income. This was affected negatively too by the change in basic-rate income tax from 22% to 20%.

Sue Lansley proposed, seconded by Michael Barron, that the minutes for last year were an accurate record of the meeting.

1. **Matters Arising**

No matters were raised

1. **Election of Committee Members**

The meeting unanimously agreed to re-elect Fiona Swinfen-Green, Chris Walton and Ron Reddick as Chair, Treasurer and Assistant Treasurer respectively. The meeting expressed gratitude to them for their voluntary hard work in running the club which benefits all involved in the club.

Fiona proposed that the Treasurers report be dealt with prior to the Chair’s report.

1. **Treasurer’s report**

Chris Walton indicated the major change in last year was the loss of grant of around £4,000 from Merton Council. This resulted in an income of about £7,000 compared to the previous year’s £12,000. Costs had remained roughly the same as the previous year.

The reserves are sufficient to cover the shortfall for the current year. Chris reported that one positive aspect of the lower level of reserves is that this enabled the club to apply for grants available only for charities that had reserves equivalent to, or lower than, 10 months of normal annual running costs. The current reserves meant the club could continue to function for around 18 months only at the current income/expenditure levels.

 Chris noted that many grants currently available were designed to support clubs starting up rather than supporting long-running clubs such as ours. Fiona thanked Chris for his past work on preparing bids for grants and noted he was heavily engaged at present in preparing bids to access grants and funds to support the club.

Members of the meeting expressed concern over the car parking problems that have arisen at the Community Association as a result of the decision to convert some of the premises back into a primary school. This has resulted in a drastic reduction in the availability of car parking spaces for the whole site. This is one of the club’s key facilities in attracting new members and maintaining numbers. The parking available now is only 5 places plus 2 for disabled users. This, unrealistically, will have to serve the needs of the incoming school staff and all other community association users.

Andy Coles is the key person at the Community Association, and he has repeatedly tried persuading the council to review its decision, but as yet, to no avail. Chris Walton suggested that the teachers at the school would increase pressure on the council to review their position, once the new school year begins.

In response to suggestions from the meeting to explore other sites, Chris noted that rates for room hire were substantially higher than at the Community Association and that no locations he knew of had a secure storage cupboard to house the equipment.

Further worries about the car parking issue were expressed.

Ron Reddick, in his role as Assistant Treasurer, further explained the financial situation by referring to documents he produced. He noted the rates paid to the trainers were below market rates and they had not had inflationary increases for some years.

Ron asked all members who did not attend their normal sessions to clearly write their names on attendance sheets. This was vital for record keeping, and if illegible, meant the gift aid component was lost to the club.

Chris thanked Ron for his detailed and time-consuming work in maintaining the clubs records that were vital for auditing and legal probity purposes and the overall health of the club.

1. **Chair’s Report**

Fiona began by noting the lower numbers attending the club but that the annual meal was well-attended and an enjoyable experience. Fiona informed the meeting that Eliza was well but still not ready to return to the club as decisions about her child care needs had yet to be taken. Faye Toby will continue to cover for Eliza. Fiona thanked Sue, Faye and Eliza for the immense efforts they made in making the club know to a wide audience and for continuing to support it so consistently. Fiona outlined the plans for another trip to Whitstable, admirably supported as usual by Eliza’s mum, probably in late July.

Faye has offered to run a treasure hunt event in September to raise funds for the club.

Roy, and others, raised the need to develop more marketing activities to raise awareness of the club and increase membership and attendance. Roy reminded the meeting of the high levels of current public interest in cardiac issues as result of near death of the footballer Fabrice Muamba and the death of Claire Squires whilst competing in the London Marathon and the need to capitalise, if possible, on these unfortunate events.

Much discussion ensued with many ideas being proposed to improve public awareness of the club. It was noted our costs were lower than many other comparable exercise classes.

* Joan offered to explore the possibility of organising stands in local malls from time to time
* Fadi and Sue to discuss ways of exploring a sponsorship model of increasing awareness of patients of our club within St. George’s by Sue, or other trainer, offering to support phase three rehabilitation sessions. (Sue had explained that the new arrangements in supporting patients moving from phase three to phase four seemed to direct them to local leisure centres rather than raise awareness of local community-based clubs such as ours)
* Diane suggested contacting St Anthony’s Hospital to explore the possibility of talking to their cardiac patients. John and Phil to pursue.

Others suggestions included using the Wimbledon Guild of Social Welfare to promote our club, ensuring we are included in the borough calendar of events and also engaging with the local Diabetic Club.

1. **AOB**

No AOB mattes were raised. Fiona thanked everyone for their energetic contributions.

1. **Date of next meeting**

15 May 2013 – time and location to be advised.

Notes taken by Phil Price