



Annual Conference

Thursday 16 May 2019, The Principle Hotel, York

1. Attendees

1.1 A list of attendees is at Annex 1.

1.2 Margaret Moor (MM), National Chairperson, welcomed everyone.

2. Minutes of the 2018 Conference

2.1 The minutes of the National Conference held on 17 May 2018 and published on 13 June 2018 were put to the meeting for adoption.

2.2 With no amendments, the minutes were proposed by John Nunn (JN), South West/National BOM, seconded by Catriona Patterson (CP), Yorks & Humber/National BOM

3. Annual Report and Accounts

3.1 Copies of the draft Annual Report and National Revenue and Lottery Accounts for 2018 were issued on 18 April 2018. MM suggested any minor amendments should be notified to Rob Miller (RM). Conference agreed.

3.2 Craig Lewis (CL), National Operations Director, introduced the Annual Report. He expressed the National Board of Management's (BOM) gratitude to everyone in the regions for their tremendous support and hard work throughout 2018. He also stated how immensely proud he was of the National Team's contribution. Best wishes of the Association were given to Jen Richardson and her family following her recent medical treatment.

3.3 CL highlighted the following issues and achievements.

Membership

3.4 CL noted that membership had remained above 60,000 and take up within DWP had increased to 65%.

3.5 More than 6,000 members had been recruited throughout 2018. This highlights how hard we need to work to sustain 60,000 members and emphasises the importance of having a product of broadest appeal.

3.6 CL thanked Moz Baker (MB) who throughout 2018 coordinated and supported recruitment activities across the country. CL advised that Moz recently left the National Team to join the Department of Education on promotion and that he will be missed.



3.7 CL thanked volunteers for their tremendous efforts on recruitment throughout the year.

3.8 Simon Woodrow (SW), Fylde pointed out that membership figures appear to show that those members who leave the department are not being recruited as National Associate Members (NAMs). Dawn Crow (DC), National Team responded that measures were in place to proactively advise and encourage members leaving the department that they can continue to be a HASSRA member.

National Benefits

3.9 The introduction of cinema ecodes in July and the recent launch of digital tickets for Wildfowl & Wetlands Trust and Royal Museums Greenwich has resulted in a faster, improved service to members and a saving on National Team resources. Tastecards would be introduced soon costing members just £10, a great saving on the £80 RRP.

3.10 Despite some teething troubles, cinema ecodes had achieved annual sales 11% higher than the same period last year. So for most members it had been a welcome change. We continue working with Filmology to improve the service.

3.11 Previous anxieties about the potential impact of withdrawal of HASSRA's corporate membership of English Heritage (EH) had proved unfounded, with 1600 EH memberships sold in 2018 and already 700 in 2019. Cadw, the Welsh version of EH, had also been added to HASSRA's portfolio, thanks to DC's perseverance.

3.12 Historic Royal Palaces continued to be popular, with the current deal being extended until the end of October. The Association was working towards a new deal which would be in step with all other corporate members.

Festivals

3.13 These remained one of HASSRA's flagship events and had gone from strength to strength, with 2018 seeing the highest attendance since they began in 2013. Festival costs were commensurately higher and remained a substantial commitment in the programme.

3.14 CL highlighted the important role of Team Managers and expressed the Association's gratitude to them for helping to deliver the events.

3.15 Paul Whiteley (PW), Fylde asked if the individual contribution of £10 was likely to be increased. CL clarified that this had been dropped due to legislation surrounding the organisation of package holidays and trips and associated liabilities. CL confirmed that it would not be reintroduced.

Livlife Challenge

3.16 CL noted a downturn in take up of the Livlife Challenge grant. This was attributed to a change in eligibility and the late launch in 2018.

3.17 With this year's challenge having launched in February it was hoped that numbers would increase. CL suggested that the current format would benefit from a refresh in future years,



having remained largely unchanged since launch. Members were invited to submit their views.

Survey

3.18 CL referred to the biennial member survey carried out towards the end of 2018. The results showed that members over the age of 45 had risen from 66% to 70% and those under the age of 35 reduced from 10% to 7%. The number of female members increased from 71% to 74%.

3.19 CL advised that the majority of respondents did not want take part in sports, and the most popular membership benefits continued to be discounted cinema and theme park tickets. However, CL stressed that it is important to continue to offer a balanced programme of non-competitive, non-sporting events as well as competitive sports, all of which were central to HASSRA's purpose and wellbeing objectives.

3.20 The survey results had been copied to Regional Chairs.

HASSRA Live

3.21 CL explained the current position of HASSRA Live. Roll-out had been delayed because of the scale and complexity of the project. However, significant progress had been made, with over 80 pages of functionality reviewed, leading to hundreds of system amendments as we moved closer towards fulfilment of our requirements. CL advised that the best estimate at present was that personal accounts would go live in September 2019 and that the BOM had agreed that HASSRA Live will not launch until it's completely right.

HASSRA National Team

3.22 CL placed on record his wholehearted thanks to the HASSRA National Team who worked incredibly hard in 2018, as always. He thanked Moz Baker and Wendy Daly who retired recently and who primarily looked after Community 10,000 (C10k) but also played an important part in managing the National Team. Both would be missed.

3.23 CL also congratulated DC on her recent promotion into the role created by Wendy's departure. This would now be a joint HASSRA/C10K role. Congratulations were also offered to Rob Miller (RM) on his promotion into the Communications and Marketing Manager role; and to Tina Street (TS), on her promotion into Dawn's former role.

3.24 CL expressed thanks to all the HASSRA volunteers who had submitted applications, which were of a very high standard. He advised that more vacancies would be coming up over the next few months, and encouraged HASSRA members to apply.

2018 Accounts

3.25 Harvey Clarke (HC) explained that the audited accounts comprised of two separate financial statements: the National Revenue Account, which is used for subscription income and general expenditure; and the National Lottery Account which is used for income and expenditure relating to the HASSRA Lottery scheme. The full picture of Association finances can only be seen when the two are reviewed together.



3.26 The National Revenue account showed an excess of expenditure over income of £76k, while the National Lottery account showed an excess of income over expenditure of £131k. The excess in Lottery income offset excess expenditure in revenue, which resulted in a final outturn surplus of £55k and a commensurate increase in reserves.

3.27 Subscription income was £1.495m, an increase of over £80k on the previous year, which we expected as a result of subscriptions increasing from £1.99 to £2.10.

3.28 Income from lottery shares of £785k was a significant increase on the previous year and far better than expected.

3.29 Income from the CSSC grant remained at £102k, the same as the previous year.

3.30 Sponsorship had reduced by £5k because of a downturn in applications to the part of the Development Scheme which is funded by the CSiS Charity Fund.

3.31 The Lottery prize fund remained the same as 2017.

3.32 Expenditure on National events increased to reflect the higher participation that CL had referred to earlier and CSSC National Team expenditure remained the same.

3.33 Accounts showed £176k was spent on leisure tickets. HC noted that this did not take into account the cinema tickets subsidy recovered from regions, so the real figure was closer to £115k, most of which was the Summer Promotion.

3.34 'Other expenditure' covered all items listed under administrative expenses, which showed £241k was spent in 2018, compared to £244k the previous year.

3.35 The result was an excess of income over expenditure of £55k. Reserves now stood at £1.379m. With various underspends and overspends contributing to the overall outcome, the main thing was that subscription and lottery income were better than expected.

3.36 HC thanked Dave Lees (DL), National Team, who manages the day-to-day transactions on the National Accounts. He would be retiring in August and, having been with the National Team for many years, would be missed. Dave intended to remain on the Finance Committee and would support Helena Whitehead (HW) during the hand-over and beyond.

3.37 PW referred HC back to the National Revenue Accounts and expenditure on CSSC activity. He asked if the figures reflected regional spend. HC agreed to send a breakdown but highlighted that spend was impacted by the CSSC two year games cycle.

AP: HC to issue a breakdown of the CSSC spend during 2018 to regions.

3.38 CL noted that funds from the CSSC Grant were not hypothecated. The Association continued to operate a presumption that the grant would be spent on CSSC activities, but if there was insufficient demand for that, those funds could legitimately be used for other purposes. PW asked whether the Association promoted CSSC to which Catriona Patterson responded that we are HASSRA not CSSC.



3.39 PW expressed concern that activity appeared minimal in some regions, pointing out that this was CSSC money. CL confirmed that the level of CSSC activity had always varied between regions, and that the level of CSSC Grant was determined by the number of CSSC members in DWP. In that respect, the funding was much like HASSRA's own rebates to regions and clubs, i.e. members' own money. Paul Adams (PA), North West commented that his region worked closely with CSSC to give members more opportunities and that this might be food for thought for others.

Awards Committee

3.40 George Robinson (GR), Awards Committee (AC), referred Conference to his report previously issued. He noted that a review of the Development Scheme was ongoing and the scheme would be re-launched later in 2019. He reflected that very few applications had been received which qualified for CSiS Charity Funding and this would be addressed in the review.

3.41 GR also announced that the AC would be working on some new awards for the future, one for single activity/special interest clubs and another to capture the best contribution to non-sporting activity by a volunteer. New guidance would be produced to improve the quality and quantity of submissions and to assist the committee in their work.

3.42 GR explained that due to some confusion between Best Participant and Volunteer of the Year Award criteria, the Best Participant would cease.

3.43 Paul Neate (PN), Wales asked what constituted a single activity club. GR explained this was a club dedicated to a particular pastime as opposed to an office based club. Peter Jones (PJ), London asked why these clubs were ineligible for consideration under the existing awards of Best Small/Large Clubs. GR explained that the awards criteria related only to office-based clubs.

3.44 PA suggested that with the survey saying 71% of members were not interested in sport, would it be better to review criteria as opposed to dropping awards. He suggested that the Wellbeing Award be reviewed and not be solely for groups taking part in the Livelife Challenge. GR confirmed that the review would look at the whole picture.

3.45 MM thanked everyone for their contributions. With no further comments or questions, the draft Annual Report and Accounts were proposed for approval by PW, Fylde, seconded by Jackie Sneddon (JS), Scotland.

4. Motions

4.1 MM confirmed there were no motions from National BOM or the regions and that Conference would move on to elections.

5. Elections

5.1 CL confirmed details of vacancies had been issued on 15 January 2019, with a deadline of 4 April 2019 for nominations. Nominations received were circulated to Associations on 18 April 2019, in line with Constitutional requirements. He confirmed that each person eligible to vote had one vote per vacancy and could only cast one vote per candidate. Tellers for elections would be Ray Allen (RA) and RM.



5.2 CL pointed out that successful nominees already serving on a National committee would be expected to stand down in favour if elected to a new role.

National BOM

5.3 There were two vacancies, both for three-year terms. These had arisen from JN and CP's tenures ending and neither standing for re-election. Three nominations had been received and so a formal vote was required. Conference duly elected Dawn Lennie (DL) Yorks & Humber and Sean Mulgrew (SM) Scotland. Congratulations to them both.

Finance Committee

5.4 There were two vacancies, both for a three-year term following the conclusion of Nicki Stowe (NS) Yorks & Humber and Helena Whitehead's (HW) National Team tenures. They were thanked for their hard work. Both had applied to stand again and in the absence of any other nominations, no formal election was required. Congratulations to them both.

Awards Committee

5.5 There was one vacancy, for a three-year term, following the expiry of GR's tenure. CL thanked GR for his long standing commitment to the awards committee. As GR had applied to stand again and no other nominations had been received, no formal election was required. Congratulations to GR.

6. Nomination of Patrons, President and Vice Presidents

6.1 The Patrons, President, First Vice-President and Vice-President, as listed in the draft Annual Report, were proposed for approval by JN South West/National BOM, and seconded by Paul Wyatt (PW), South East.

7. Appointments

CSSC representative

7.1 Conference agreed that MM would continue to be the Association's CSSC representative.

Auditors

7.2 MM confirmed that Daffern & Co were willing to continue as the Association's auditors and re-appointment was recommended. Proposed for approval by CP, Yorks & Humber/ National BOM, and seconded by Jacky Sneddon (JS), Scotland.

8. National Work Programme and Draft Budget 2019

National Work Programme

8.1 CL explained that the document was not constitutional and therefore did not require formal adoption. As a living document it was subject to change throughout the year as issues



arise and priorities change. He outlined that all work would sit under the six agreed strategic priorities. HASSRA Live, which was central to transforming the business and long-term development of the Association, would be the primary preoccupation.

2019 Budget

8.2 HC explained that in a change to previous years the budget had been drafted in October 2018 to reflect a new funding mechanism between National HASSRA and the Regions, with effect from 1 January 2019. This timetable will continue in future because subscription rates need to be determined in time for January each year.

8.3 HC explained that the outturn was a forecast deficit of £42k. Whilst the Association normally presents a balanced budget, the BOM had agreed to utilise the underspent CSSC grant by ploughing it back into National initiatives.

8.4 PW asked if it was likely that more than the £3k allocated in the budget would be spent on participation in the CSSC Games. DC confirmed that as Regions enter their own teams, this is highly likely.

8.5 CL noted that despite the agreement with CSSC that their key dates would be notified to us in advance, it appeared that CSSC had scheduled its 2019 Games one week after our own Festival and at the same venue. He advised that if this were the case, the National BOM would consider whether it was appropriate to support the CSSC Games.

8.6 The 2019 budget was proposed by Rachel Bond (RB), North West and seconded by Martin Gale (MG), Fylde/Finance Committee.

9. Any Other Business

9.1 MM invited AOB.

9.2 With no further items of business raised, MM thanked everyone for their contributions and closed the conference.

May 2019



Annex 1

Adams Paul, North West/National BOM
Anderson Janice, Scotland
Boland Jackie, National Team
Bond Karen, Yorks & Humber
Bond Rachel, North West
Bowman Lynn, East of England
Clarke Harvey, National Finance Director
Crow Dawn, National Team
Donegan Kev, North West/Photographer
Fairclough Sarah, C10K
Foley-Doherty Jason, Charity for Civil Servants
Gorbun Irena, Yorks & Humber/Awards Committee
Green Terry, Life VP
Grossey Di, South West
Gronnett Rachel, East Midlands
Healy Janice, London
Hannah Tracy, National Team
Hextall Paul, West Mids
Hobby Nicky, South West
Howells Mandy, Wales
Hunter Willie, Scotland/Finance Committee
Jackson Lorraine, South West
Jowitt Simon, Fylde/Executive Committee
Jones Peter, London
Kennett Dave, North West
Lankester Stephen, East of England
Lewis Craig, National Operations Director
Lilley Marie, North East
Lloyd Duncan, London
McCall Donna, London
McClorry Kevin, National Team
McGinty Marilyn, North West
Merrill Kevin, North West
Miller Robbie, National Team
Molloy Danielle, North East
Moor Margaret, National Chair
Morris Lorraine West Mids
Mulgrew Sean, Scotland
Murphy Paul, North West
Neate Paul, Wales
Nash Ann, South West/Awards Committee
Nunn John, South West/National BOM
O'Donovan Paul, East of England
Patterson Catriona, Yorks & Humber/National BOM
Poulton Dave, London
Quinn Paula, North West



Ritchie Maggie, National Team
Roberts Allison, North West
Roberts Dave, North West
Robinson George, East Mids/Awards Committee
Shields Michael, Scotland
Sneddon Jacky, Scotland
Stowe Nicki, Yorks & Humber
South Lee, Yorks & Humber
South Lyndsey, Yorks & Humber
Thomas Nigel, Wales/National BOM
Thompson Claire, North East
Thorogood Gary, North West/National BOM
Tucker Della, East Mids/ Executive Committee
Walklate Helen, East Midlands
Ward Denise, North East/Executive Committee
Waters Keith, South East
Whitehead Helena, National Team
Whiteley Paul, Fylde
Willis Jen, South West
Woodrow Simon, Fylde/National BOM
Wyatt Paul, South East