ANNUAL CONFERENCE 2020

Thursday 14 May 2020 by telekit

1. Attendees

1.1 A list of attendees is at Annex 1.

1.2 Margaret Moor (MM), National Chairperson welcomed everyone to the first AGM by telephone, made necessary by the Covid-19 pandemic. She thanked everyone for making time to join the call and explained it was important to hold the AGM for Constitutional and contractual purposes.

2. Minutes of the 2019 Conference

2.1 The minutes of the National Conference held on 16 May 2019 and published on 17 June 2019 were put to the meeting for adoption. One action was cleared shortly after the AGM: *Harvey Clarke (HC) issued a breakdown of CSSC spend during 2018.*

2.2 With no amendments, the minutes were proposed by Paul Adams (PA), North West/ National BOM, seconded by Paul Wyatt (PW), Chair South East.

3. Annual Report and Accounts

3.1 Copies of the draft Annual Report and National Revenue and Lottery Accounts for 2019 were issued on 16 April 2019. MM suggested any minor amendments should be notified to Jen Richardson (JR). 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 volunteers, officers and members for their tremendous support and hard work throughout 2019. He also stated how proud he was of the National Team's contribution. CL stated the report showed how everyone working together had delivered another successful year for the Association.

3.3 CL highlighted the following issues.

<u>Membership</u>

3.4 CL reiterated the importance of maintaining membership around the 60,000. He noted that over 4,600 members had been recruited in 2019. However, ongoing DWP headcount reductions had resulted in membership reducing to just below 59,000, while the take-up rate had risen to an all-time high of 67%.

3.5 He concluded that recruitment was essential but the pandemic would limit what could be achieved in the short term.

3.6 He mentioned that DWP's recruitment drive currently underway as a result of the pandemic might have alleviated the downward trend. However, with most of the big-ticket

national benefits suspended and many of our volunteers either at home or deployed to UC, the timing was not propitious.

HASSRA Live

3.7 CL provided a brief progress update on HASSRA LIVE. He stated that 36,000 (just over 61%) of members had claimed their accounts, a much faster rate of take-on than achieved with the online shop. As a result of the majority of the National Team being deployed to UC, phase two roll-out had fallen slightly behind. He advised that regional newsletters had just been rolled out and he hoped the facility would prove helpful to regions.

2019 Accounts

3.8 Harvey Clarke (HC) advised there were two documents, Revenue Accounts and Lottery Accounts. The revenue account had an excess expenditure of £198k, whilst the Lottery account had an excess of income of £143k. This resulted in an overall outturn deficit of £55k and a commensurate decrease in reserves. Reserves now stood at £1.325m.

3.9 The draft Annual Report and Accounts were proposed by Paul Adams (PA), North West/ National BOM, seconded by Paul Wyatt (PW), South East.

4. Motions

4.1 CL confirmed there was one motion from National BOM. The motion changed references of Executive Committee to Programme and Delivery Committee in the national constitution.

4.2 The motion was proposed by Paul Adams (PA), North West/ National BOM, seconded by Paul Wyatt (PW), South East.

5. Elections

5.1 CL confirmed details of vacancies had been issued on 22nd January 2020, with a deadline of 2nd April 2020 for nominations.

National BOM

5.2 There was one vacancy for three-year term arising from the completion of Nigel Thomas' (NT) tenure. One nomination was received from Nigel Thomas, so he was re-elected unopposed.

Finance Committee

5.3 There were two vacancies, both for a three-year term following the conclusion of Di Grossey's (DG), South West and Kevin McClorry's (KMc), National Team tenures. They were thanked for their hard work. Two nominations were received from Jay Saleem (JS), National Team and Di Grossey (DG). Both were elected unopposed.

Awards Committee

5.4 There was one vacancy for a three-year term following the expiry of Ann Nash's (AN) South West, tenure. As Ann had applied to stand again and no other nominations had been received, no formal election was required.

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 PA, North West/National BOM and seconded by PW, Chair South East.

7. Appointments

CSSC representative

7.1 Conference agreed that Ray Allen (RA), National Team would act as 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 PA, North West/ National BOM, and seconded by PW, Chair South East.

8. National Work Programme and Draft Budget 2020

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 arose and priorities changed.

8.2 He noted out there had already been an important change with the introduction of the Lockdown Programme for May, June and July. He confirmed that it had generated a spike of website views since its inception. However, only eight lockdown grant applications had been received so far. He asked regions to encourage their local offices and clubs to apply for them. He emphasised that the office manager/ business sponsor must agree with the proposed activity before any grant could be paid.

8.3 In addition to the grants, there had been 50 entries in the rainbow competition, 25 in about you competition, 140 in emoji competition and 80 in the logo competition. The key now was to press on and drive up participation.

8.4 CL passed on his thanks to Lee South (LS), Chair of Y&H for his support with the successful HASSRA Live trial, and for helping with the National online quiz whilst maintaining Y&H's own vibrant regional programme during lockdown.

8.5 Lastly, CL mentioned the July Festival. The contractual position required HASSRA to proceed with planning the event unless or until the venue cancelled, in order not to incur £60k cancellation fee. He concluded that it was very unlikely the event would go ahead.

2020 Budget

8.6 HC explained that the budget had been drawn up and agreed by National BOM last November and was used to it determined subscription rate from 1st January 2020.

8.7 Due to the current pandemic an addendum had been attached to the budget to allow the National Team too vary spending under the superintendence of the National Board in response to contingencies such as the lockdown. HC explained the addendum sought to cover HASSRA constitutionally by asking AGM to allow the proposed changes to the spending plan.

8.8 Nicki Stowe (NS), Y&H/Finance Committee asked if regions might get lower rebate levels if subscription income was less than forecast. HC confirmed that they would, however at this stage it was not clear if subscription levels would be reducing. MM stated that due to the pandemic the department was recruiting in large volumes, so when things abated, there would be an opportunity to pick up new members.

8.9 PA asked if regions were tuned into the areas of high recruitment in order to make headway once the virus was behind us. MM confirmed recruitment was happening wherever there was space and currently there was no one in the department who could help identify recruitment hotspots. The future look of the department would be different, adhering to social distancing and increased home working. She stated the department was in a flux position and as such could not point HASSRA recruitment efforts in particular areas at this time.

8.10 The 2020 budget including addendum was proposed by PA, North West/ National BOM, and seconded by PW, South East.

9. Any Other Business

9.1 MM invited AOB.

9.2 CL informed of two long service award nominations endorsed by National Board. Ann Nash was given a five-year long service award for her hard work on the Awards Committee.

9.3 The second nomination was for Nicki Stowe, for a ten-year long service award for her hard work on the Finance Committee.

9.4 Due to being unable to host the Annual Awards Dinner this year, CL informed the AGM of 2019 National Award Winners (details in Annex 2). He confirmed their achievements would be marked in a more substantial way when possible.

9.5 Paul Murphy (PM), North West, asked if we underspent this year, could subscription rates be frozen for next year? HC confirmed the Finance Committee would look at this.

AP01 Finance Committee to look at options for freezing subscription rate.

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

May 2020

Annex 1

Adams Paul, North West/National BOM
Allen Ray, National Team
Allsop Gina, National Team
Burnam Paula, East Midlands
Chiltern Mandy, West Midlands
Clarke Harvey, National Finance Director
Clydesdale Jackie, National Team
Cook Ann, National Team
Crow Dawn, National Team
Daly Simon, North West
Davies Jo, South West
Gorbun Irena, Yorks & Humber/Awards Committee
Hennah Tracy, National Team
Howell Mandy, Wales
Jones Peter, London
Jowitt Simon, Fylde/Programme and Delivery Group
King Jenny, National Team
Lankester Stephen, East of England
Lees Dave, Finance Committee
Lennie Dawn, National BOM
Lewis Craig, National Operations Director
Lilley Marie, North East
Lloyd Duncan, London
Metcalfe Claire, National Team
Miller Robbie, National Team
Moor Margaret, National Chairperson
Mummery Vicky, East of England
Murphy Paul, North West
Nash Ann, South West/Awards Committee
Niblett Gareth, West Midlands
O'Donovan Paul, National Team
Richardson Jenny, National Team/Secretariat
Richmond Andy, West Midlands
Robinson George, East Mids/Awards Committee
Saleem Jay, National Team
Sneddon Jacky, Scotland
South Lee, Yorks &Humber
Stowe Nicki, Yorks & Humber
Street Tina, National Team
Thomas Nigel, Wales/National BOM
Thompson Claire, North East
Thorogood Gary, North West/National BOM
Tucker Della, East Mids/Programme and Delivery Group
Ward Denise, North East/Programme and Delivery Group
Whitehead Helena, National Team
Woodrow Simon, Fylde/National BOM
Wyatt Paul, South East

Annex 2 Major Award Winners 2019

The Presidents Cup: (Best Region)	HASSRA South West	Winner
	HASSRA West Midlands	H/Commended
	HASSRA Yorkshire & Humber	H/Commended
Rachel Lomax Trophy: (Volunteer of the Year)	Wendy Longman Wales	Winner
	Peter Jones London	H/Commended
Sir Philip Rogers Trophy: (Best Large Club)	Walsall Service Centre West Midlands	Winner
	HASSRA Sheffield Yorkshire & Humber	H/Commended
	HASSRA Lincoln East Midlands	H/Commended
Sir Michael Partridge Trophy: (Best Small Club)	HASSRA Shrewsbury West Midlands	Winner
	HASSRA North Kirklees Yorkshire & Humber	H/Commended
Terry Green Trophy: (Best Sportsperson)	Janine Crosby Yorkshire & Humber	
Sir Leigh Lewis Trophy (Arts & Crafts)	Helen Boyce Wales	
Lesley Strathie Trophy: (Business Sponsor)	Gareth Niblett West Midlands	
Sir Robert Devereux Trophy: (Wellbeing Award)	Lincoln HASSRA East Midlands	
Single Activity Club: (Sponsor TBC)	HASSRA London Golf Club	