

WFCSA AGM Record.
The Stand Bar, Woodside.
Monday 26th September, 7pm.

Agenda Item	Record
Registration/ Quorum: 7-7.30pm.	33 Members attended. A quorum was not achieved but in accordance with the proposal previously confirmed, the AGM went ahead.
Apologies for absence.	14 apologies were received.
Introduction and welcome by Chairman.	See Appendix 1.
Chairman's Report.	See Appendix 1.
Treasurers Report , including presentation of accounts for the year ending 30 June 2022 (copies of the balance sheet will be available at the meeting.)	See Appendix 2.
Membership secretary's report.	We currently have 217 members and, due to the increase in attendance at the Women's games, will look to promote recruitment at their home games, too.
WFCSA Constitution. Proposed updates to our constitution. Please provide any proposed amendments at least four days before the meeting.	The amendments proposed for the Constitution had been circulated prior to the AGM and were approved without objection by the meeting. See Appendix 3.
Vote of thanks to the WFCSA Honorary President,	A vote of thanks was given by Gary to Bob Smith.
Election of officers and committee. NB at this point in the meeting under the constitution, the existing officers and committee members stand down to enable the election to take place for the appointment of the officers and up to 10 committee members for the membership year 2022-2023. Please provide any nominations <u>prior</u> to the meeting.	The Committee Officers and Members for 2022-23 were proposed, seconded and received a majority vote. See Appendix 4.
Appointment of auditors 2022/2023. John Harvey, accountant and taxation consultant.	Nominated by Paul Garrard and seconded by Gordon Caplin. Approved without objection by the meeting.
Any other business. This must be declared in writing or e mail to the secretary at least four days before the meeting.	No other business was declared.

Appendix 1.

Summary of the Introduction and report by Gary Cohen, Chair.

Good evening everyone

If you haven't been to our AGM before may I extend a warm welcome.

I'd like to thank the committee for their work over the past year, to Ange for her note taking and minutes, to Rebel Yell (Pete, Spencer and James(podcast)): if you can't get to matches away or maybe even home you can catch Pete commentating, it's a very good listen. I'd also like to mention with thanks Gordon for Player of the Month and milestone appearances(awarded at 100 games and then 50 game increments.) Gordon can't be here tonight due to unforeseen circumstances.

Next I'd like to thank Sarah for looking after the accounts and making sure all the money goes where it should; Paul gets a big thanks for doing the Sponsor a Goal (you can always contribute if you like: see Paul) and also fixture posters for delivery.

This season during the friendlies Trevor and Steve started this year's membership drive along with a few others on committee (Ange, Sarah, James and Pete and Spencer.) Steve and Trevor have been pushing the member drive this season and we have more new members this year and lots of people rejoining, I believe we have over 200 members now which is remarkable when you go back 10 years and there were only a handful.

I need to single out Steve, though, as he has worn various hats on the committee (Chairman, Vice Chairman and Committee member) and he's decided to step down after years of lots of effort: making tea and coffee; Golden Goal and various other rolls including pushing the membership this season to record levels, also Steve has been a big help to me as Chairman.

I'd also like to thank the rest of the committee for turning up every 4 to 6 weeks for their input at our meetings.

The money that is raised through Golden Goal, Sponsor a Goal, raffles etc all goes to the WFCSA funds which is spent wisely, we always look to help the club with purchasing various items. For the future we are donating just under a thousand pounds for tables for the outside bar. Over the last few years we've donated to the toilet repairs and a baby change unit, shutters for the kiosk, changing rooms and 4K to the crowd funded: the money our committee raises doesn't get wasted on anything that's not agreed on.

Also if you're really lucky you may win a few quid on the monthly draw!
Anyway I hope you enjoy the meeting.

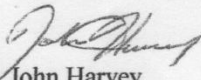
Many thanks
Gary Cohen

Appendix 2

Worthing Football Club Supporters Association
Income & Expenditure Account
for the year ending 31st May 2022

	£.p	£.p
<u>Income</u>		
Fazine & Sponsorship		258.00
Golden Goal Receipts		2,276.00
Sponsor a Goal		1,100.50
Memberships		704.37
Frames		<u>297.96</u>
		4,636.83
<u>Less Expenditure</u>		
Badges	232.78	
Frames & Pictures	122.50	
Maintenance	65.00	
Advertising & Stationary	342.19	
Golden Goal Awards	780.00	
Player Awards	287.50	
Donations	50.00	
Memberships Awards	90.00	
Accountancy Fees	<u>100.00</u>	
		<u>2,069.97</u>
		2566.86
<u>Less Football Club Contributions</u>		
		<u>00.00</u>
		<u>2566.86</u>
<u>RECONCILIATION</u>		
Opening Balance		1376.78
Add Surplus for the year		<u>2,566.86</u>
Closing Balance		<u>3,943.64</u>

In accordance with instructions given to me, I have Prepared without carrying out an audit, the above annexed accounts from the accounting records, information and explanations supplied.



John Harvey
Accountancy & Taxation Consultant

20th September 2022

Appendix 3. WFCSA Constitution approved at the meeting of 26 September 2022

CONSTITUTION OF THE WORTHING FOOTBALL CLUB SUPPORTERS' ASSOCIATION

This association shall be known as “Worthing Football Club Supporters' Association”
(hereinafter referred to as “WFCSA”).

1: Objectives of WFCSA – The objectives of the WFCSA are:

To support, promote and foster interest in Worthing Football Club Limited (hereinafter referred to as “the Football Club”). To assist the Football Club to achieve the highest possible standard of football for the town of Worthing.

To raise funds in order to finance or partly finance projects that are consistent with the objectives of the WFCSA and Worthing Football Club including but not exclusively restricted to those aimed at improving facilities and services for supporters in the ground and clubhouses or to provide the Football Club with items of equipment.

To encourage a close relationship with the Football Club in order that the views of WFCSA are considered significant in the general decision making of the Football Club.

To support, promote and foster interest in Worthing Football Club Supporters' Association and create a sociable group who want to contribute to achieving the aims of the Association.

2: Membership and Annual Subscription.

Membership to the WFCSA shall be available to any person following the completion of an application form and the payment of an application fee.

Membership to the WFCSA will entitle that person to an article providing proof of membership (such as card or badge), discounts of selected merchandise sold by WFCSA and reduced fees at events held by the WFCSA.

Membership to the WFCSA shall run for the period of 1 year and from the 1st July of that year to the 30th June the following year.

Membership fees shall be determined by the Committee.

Concession membership rates shall be available for members under 16 years of age. Such member will be entitled to all benefits of membership with the exception of voting rights.

All Members must follow any codes of conduct adopted by the Association.

3: General meetings.

WFCSA may, following confirmation by the Chair of the WFCSA Committee, call such meetings for the purpose of seeking guidance, disclosing information or hearing guest speakers on matters of general interest to WFCSA. No changes to the constitution shall be made at these meetings.

These meetings shall be open to all members of WFCSA. Any matters put to vote will be decided by a show of hands. In the event of a tie the Chair will have the casting vote.

Notice of the date, time, venue and proposed business of General Meeting shall be publicised to all members by the WFCSA Secretary. Notice of such meetings will be given as soon as practicable.

4: Annual General Meeting (AGM).

This shall be held in September of each year. At least one tenth of the membership must be present within 15 minutes of the advertised start time of the meeting to form a quorum. If such a quorum exists no other business other than that in the Agenda to the meeting may be discussed and voted upon. If the quorum does not exist, a vote will be taken with the members present and, should the majority agree, the Annual General Meeting will continue.

At this meeting the officers appointed by WFCSA shall present reports. A set of accounts to 30th June of that year shall be made available for the members to inspect.

At this meeting all officers and committee members of the WFCSA must retire.

Election of Officers and committee members for the following year shall take place during the AGM. See below for 'Casual Vacancies.'

5: Extraordinary General Meetings (EGM).

An EGM shall be arranged upon a written request to the secretary, signed by not less than six members. The request shall declare the business to be discussed. The secretary shall verify the validity of the request and acknowledge its receipt in writing. An EGM shall be held not more than 21 days after the verification of the request.

At least one fifth of the membership must be present within 15 minutes of the advertised start time of the meeting to form a quorum. If such a quorum exists no other business other than that declared may be discussed and voted upon.

6: Notice of Meetings.

Notice of the date, time, venue and business of all meetings, whether general, AGM or EGM, shall be advertised on the WFCSA notice board in the WFC Clubhouse at Woodside, by email, if an email has been provided by the WFCSA member and over the Public Address System in good time before the meetings. Also information will appear on certain selected social media as approved by the Officers of the Association.

7.1: Appointed Officers

The Officers of WFCSA shall consist of a Chair, Secretary, Membership Secretary and Treasurer. They shall be responsible for the proper, efficient and lawful running of WFCSA. Any member of the WFCSA is able to stand for the position of an Officer with the exception of non-voting members and directors of the Worthing Football Club or Worthing Football Centre.

The Chair shall preside at all meetings of WFCSA and the Committee.

The Secretary shall be responsible for dealing with the general correspondence of WFCSA and shall keep copies of such correspondence. He or she will attend meetings of WFCSA and take minutes. In the absence of the Secretary from meetings another member of the Committee shall take minutes.

The Membership Secretary shall be responsible for maintaining membership records and dealing with related correspondence. He or she shall provide an up to date membership report at committee meetings.

The Treasurer shall be responsible for the funds of WFCSA and shall provide an up to date statement of them at all Committee meetings. He or she shall keep accurate records of all transactions.

8: Casual Vacancies

If a vacancy among Officers, it shall be filled by one of the elected members of the committee.

Election of Committee members, other than Officers during the year shall be carried out by the Officers and Committee members appointed for that year.

9: WFCSA Committee.

The day to day running of the WFCSA shall be managed by a Committee comprising of the four Officers and up to ten members elected to the Committee. This shall be done in a manner consistent with the constitution and resolutions passed at AGM's and EGM's.

The Committee shall meet as and when necessary, or at the request made to the Secretary by at least 2 committee members. The reason for the request and the business to be discussed shall be declared to the Secretary. At least half of the Committee must be present to form a quorum.

Any invited member of WFCSA, or other invited person may attend and speak at the meeting but only a Committee member may vote.

Decisions may be made at the WFCSA Committee and those relating to expenditure over £300 will be made by majority vote at the Committee meeting. Proxy votes will be accepted from absent Committee members.

Other decisions which are related to expenditure up to £300 may be made by the Chair of the WFCSA, following consultation with the other members of the WFCSA. Such consultation may be carried out in any way, including but not exclusively in person, by email, Facebook, Messenger or WhatsApp. Whilst it would be preferable to ensure that all members participate in consultation exercises, it is recognised that in some cases (e.g. illness, holidays, other commitments, need for urgent action) that this may not be possible. The degree to which consultation is carried out will be decided by the Chair.

Any consultation and decisions made outside the WFCSA Committee meetings must be reported to the Committee and minuted. Decisions may be amended (where possible) by the majority vote at the WFCSA Committee meeting.

Subcommittees

The Committee may appoint Sub-Committees from amongst its members and may co-opt other individuals to such Subcommittees for any purpose on the majority vote of the committee.

Once appointed, the subcommittee will draw up a proposal on how it intends to operate, with the objectives of the subcommittee. This shall be submitted, in writing, to the Committee for confirmation, which may be achieved by majority vote.

Once confirmed the subcommittee will then operate in accordance with the stated proposal (noting that there may be a period during which the subcommittee may be operating under the principles of the appointment, whilst the details of the proposal are confirmed by the Committee.)

Decisions relating to the subcommittees objectives may be made at the subcommittee and those relating to expenditure up to £200 will be made by majority vote at a subcommittee meeting. Proxy votes will be accepted from absent subcommittee members. The Chair of the subcommittee will have the casting vote.

Decisions relating to expenditure over £200 will be confirmed with the Chair of the WFCSA Committee **prior to implementation and reported to the Committee in writing.**

The appointment of further members to the subcommittee will be decided by the Chair of the subcommittee and this, with any other significant changes to the confirmed proposal should be returned to the main Committee for re-confirmation.

Minutes of Subcommittee meetings shall be kept and reported to the Committee.

Where the WFCSA receive a request to cease the activities of a subcommittee (including, but not exclusively where the subcommittee has completed their stated objectives or that the subcommittee is unlikely to meet their stated objectives) a majority vote by the WFCSA will be taken to decide whether the subcommittee should continue, cease or form a new subcommittee with new objectives.

10: Banking and Accounts.

WFCSA shall hold at least one bank or Building Society Account. All cheques drawn on the account must be signed by at least two of the elected Officers of the Association.

11: Winding-up.

WFCSA may only be wound up at an AGM or EGM by a vote of at least three quarters of those present who are eligible to vote. No subscriptions will be repaid. Any funds or assets including the nominal value of any shares in Worthing Football Club Limited held by WFCSA which are remaining after settlement of any debts shall be given to a charity, amateur sports club or similar body as decided at the meeting.

12: Records.

All data will be retained by WFCSA. Any member wishing to inspect the records may do so by submitting their written request to the Secretary. Such requests will be considered in accordance with the General Data Protection Regulations or any other relevant legislation that may be in force at the time.

Appendix A.

WFCSA Code of Conduct Adopted at the meeting of 14 December 2020.

Introduction

Teamwork is the overarching principle which must govern the roles and responsibilities of the officers and committee.

Code of Conduct

1. Any person can only email or send a letter representing the WFCSA to WFC or any other person or organisation outside the WFCSA Committee when the content of the communication has been reviewed and confirmed by the chair and secretary prior to it being sent.

1a. 2 out of the above 3 WFCSA officers must sign any said Letter/ email for it to be sent to a recipient outside the WFCSA Committee.

In the case of the WFC, the Management Team will be made aware of this procedure. This means that if they receive any communication purporting to represent the WFCSA without the appropriate signatures they will know that it does not have the support of the WFCSA Committee.

2. No member of the committee shall bring the committee into disrepute by actions or words.

3. If members of the committee wish to raise issues or proposals to change another member's designated role or activities (whether critical or positive) they should personally contact the member with the designated role, first, to seek their views. If agreement between the two members on how to progress cannot be reached, then the matter should be raised with the Chair who will decide how the matter will proceed.

4. If a member of the committee with a designated role or activity is proposing to share or progress a matter beyond the WFCSA Committee, they should share the proposal with the WFCSA Committee first before proceeding (e.g. via the WhatsApp Group) to ensure that the Committee agree with the proposal in principle or in detail. Where the matter goes to a vote, the Chair has the deciding vote.

If anyone fails to follow this code may be asked to leave the committee.

Appendix 4**The Committee for 2022-23.**

	Nominee	Nominator	Second	Majority?
Chair	Gary Cohen	Ange Tanner	Sam Virgoe	Yes
Secretary	Ange Tanner	Paul Garrard	Gary Cohen	Yes
Membership Secretary	No nominations			
Treasurer	Sarah Cohen	Ange Tanner	Gary Cohen	Yes
1. Committee Member	Alison Van Brien	Ange Tanner	Gary Cohen	Yes
2. Committee Member	Colin Edwards	Ange Tanner	Gary Cohen	Yes
3. Committee Member	Gordon Caplin	Ange Tanner	Gary Cohen	Yes
4. Committee Member	Ian Coles	Ange Tanner	Gary Cohen	Yes
5. Committee Member	James Easton	Ange Tanner	Gary Cohen	Yes
6. Committee Member	Matt Justice	Ange Tanner	Gary Cohen	Yes
7. Committee Member	Paul Garrard	Ange Tanner	Gary Cohen	Yes
8. Committee Member	Peter Vale	Ange Tanner	Gary Cohen	Yes
9. Committee Member	Spencer Webb	Ange Tanner	Gary Cohen	Yes
10. Committee Member	Trevor Smart	Ange Tanner	Gary Cohen	Yes