

Ipswich Junior Chess Club

Minutes of AGM 3rd Oct 2009

PRESENT

Tim Stevens, Paul Febvre, Julie Harker, Malcolm Tarrant, Ian Roberts, Paul Murray, Samir Sinha

Review of Minutes of 27 June

Minutes of 27 June were agreed

CONSTITUTION OF CLUB

It was noted that the Constitution of the club requires a minimum of four Officers, and that it would normally be the case that these would be parents of members of the club.

The constitution state that an AGM shall be held in June of each year, however this causes a difficulty in that the finances for the school year will not have been completed and audited. It was therefore agreed to change the constitution to state that the AGM shall take place during September of each year.

Election of Committee members

The Officers of the club for 2009/2010 were elected as follows:

Chair: Paul Febvre

Treasure: Julie Harker

Secretary: Ian Roberts

Membership/Resources: Malcolm Tarrant

In addition, Tim Stevens agreed to undertake the role of Tournament Manager.

Julie will work separately with Malcolm and Ian to provide documents and information to assist in the transfer of the roles from the previous Officers Liz and Adele.

ADMINISTRATION

Website

Samir Sinha agreed to assist with the updating and maintenance of the IJCC website.

Paul will provide usernames and passwords for management of the website to Sinha.

Contact Details

It was agreed that it would be necessary to update the contact details/ spreadsheet for all the members, and to make sure that currently active and inactive members are identified.

FINANCIAL

Auditing of Accounts

The Treasurer's report was accepted.

Fees for 2009/2010

Julie noted that the financial position of the club is now very healthy, owing to a significant reduction in the room rates as negotiated by Julie when the club relocated to Copleston dining hall. It was expected that the current room rate of £25-30 was likely to increase this year, especially as we now have more active members.

The tuck shop makes approximately £100 per annum. It has been recommended by the auditors that a petty cash float was maintained to simplify the management of funds for the tuck shop. A Petty Cash float of £100 to be managed by the Treasurer was agreed.

It was further noted that a Printing Budget of £100 per annum had been agreed at the last meeting.

TOURNAMENT PLANNING

Preparation

Printing of leaflets had been completed, and distributed to the following libraries:

Rosehill; Ipswich Central; Needham; Kesgrave; Westbourne; and Woodbridge.

Tim has emailed contacts in other clubs.

Malcolm asked whether schools should receive leaflets. It was stated by Tim and Julie that the response from schools was typically very poor, but that it would be worth promoting where possible. It was agreed that each Officer would distribute to the schools to which their children attended. Samir will distribute internally in BT.

Paul F suggested the use of the new school portals, however it was noted that every school administers their own websites, and therefore there is little consistency.

Julie will distribute a soft copy of the leaflets assist with electronic distribution.

Paul M will talk to the Stowmarket Flyer to find out whether it would be possible to advertise the event.

Julie will approach Paul Geater (Max's dad) to find out whether it would be possible to put an entry in the Ipswich papers.

Organisation for day

The event will take place in the Copleston 6th form, which while expensive, was quite suitable for the task as it has multiple rooms available as well as a common area.

Time explained that the busiest times were during the first hour of registration and during the final hour of scoring and prize giving.

It will be necessary to have some help during setting up, and it was suggested that parents should arrive at around 8:30 to help setup boards and organise the rooms.

Doors open at 08:45

First chess round starts at 09:30. It would be useful for one parent to be responsible for registration. Samir offered to take on this role.

Julie suggested that her daughter Alice would be able to take on the role of writing certificates.

The possibilities for having separate activities was discussed, however it was considered that most children were able to amuse themselves, often by playing outside when not playing chess. It was agreed that there should be a practice room available.

Trophies

It was agreed that since we would not be giving prize money for the children's tournament, and that there is no Novice section, we could afford to have Gold/Silver/Bronze trophies for each of the remaining sections. There will also be a Best Suffolk Newcomer and Best Ipswich player trophy.

Tim usually obtains these from Martlesham, and it was agreed that the established supplier should continue to be used. The costs for the trophies were approximately £160 last year.

It was agreed that cash prizes should still be offered for the adult tournament.

Logistics and Housekeeping

Julie is coordinating the tuck shop and food for the day. She has had offers of help from Debbie and Ronke. Madeline will be responsible for taking money so that those preparing food do not need to handle the money. Julie could do with at least one other relief helper.

Raffle

Raffle prizes are required. It was suggested that parents should bring these to Saturday morning club to hand to Julie.

Helpers

It was noted that there will be a need for parents attending on the day to act as room monitors for each section.

Registration

It was agreed to ask all parents who might be leaving the premises during the day to leave contact details in the form of a mobile phone number. This will be requested at registration.

ANY OTHER BUSINESS

Child protection issues were raised. It was noted that several of the Officers had been CRB checked for other child related activities, however that with current legislation each club needs its own checks to be undertaken. It was further noted that the legislation is currently changing to introduce personal CRB checks that can be used by individuals. It was agreed to wait for the legislation to be agreed and then ensure that all Officers have the relevant checks in-place. It was suggested that anyone involved in some capacity with schools or Scout groups might be able to get the cost covered by those organisations. It was agreed that the costs for any Officer not involved in another child related activity should be paid by the club.

To be reviewed at the next club meeting.

Date of Next Meeting

It was suggested that the next meeting should be early in 2010, date to be agreed.