



# HASSRA

## Annual Conference

Thursday 19 May 2011, Royal York Hotel

### 1. Attendees and apologies

1.1 A list of attendees is shown at Annex 1.

1.2 Apologies for absence were received from the following members of the Council:

Sir Geoffrey Otton (Life Vice-President)  
Roy Alder (Life Vice-President)  
Robin Heron (Life Vice-President)  
Deborah Finn (Yorkshire & The Humber Regional Business Partner)  
Jenny Richardson (North West Regional Business Partner)  
Tina Street (South West Regional Business Partner)  
Jas Tamber (East Midlands Regional Business Partner)

1.3 Dave White, National Chairman, welcomed everyone to the Conference. All present were encouraged to participate fully in the meeting.

### 2. Minutes of the 2010 Conference

2.1 The minutes of the 2010 National Conference, held on 20 May 2010, had been circulated to Associations on 30 June 2010.

2.2 There were five action points from the 2010 minutes:

AP01: HCS to amend 2009/10 Annual Report to include winner of 2009 best business sponsor award. Action cleared.

AP02: HCS to seek assurance from DWP that the new development scheme met legal criteria for diversity & equality. DWP colleagues confirmed scheme was fully compliant with all aspects of equal opportunities. Action cleared.

AP03: HCS to amend national Constitution to show EC Chairperson being elected rather than appointed at Conference. Action cleared.

AP04: HCS to make any necessary amendments to National Constitution to reflect impact of modernisation programme on National Team. Impact was minimal and necessary changes passed by Conference. Action cleared.

AP05: HCS to review the draft regional model constitution as above. Action cleared.

2.3 With no amendments required the minutes were approved. They were proposed by Maggie Ritchie (EC, BOM) and seconded by Paul Adams (BOM).

### **3. Annual Report and Accounts**

3.1 A copy of the draft 2010/11 Annual Report was issued on 21 April 2011. Dave White explained that the Association's accounts were issued on 6 May, later than constitutionally required, and advised that this was because the auditors took longer than anticipated to complete the audit. Conference were content to proceed.

3.2 Craig Lewis (Operations Director) introduced the report and expressed BOM's gratitude to everyone who had played a part in delivering the Association's business during 2010/11. He acknowledged that it had been a year of exceptionally difficult challenges and proceeded to highlight some of the key achievements described within the annual report with the assistance of Dave Lees, John Weeks and Terry Green.

#### Board of Management (BOM)

3.3 Craig spoke about the BOM's activity over the year and highlighted four strands of activity:

##### National Team

3.4 Craig explained that the national team, like every other business unit in DWP, had had to reduce its headcount and in managing this, the Board and Management Team had sought to protect as much as possible the services provided to members.

3.5 In deciding how to deploy limited resources the Board focussed on core infrastructure services which volunteers would find difficult to deliver, such as finance, lottery administration, membership services and contracts.

3.6 New systems were introduced to raise productivity and make best use of our limited resources. These included:

- a new MI system to monitor service delivery, performance and productivity.
- new internet banking to reduce inefficient clerical working and raise productivity and effectiveness

- new SAGE on-line accounts package to replace obsolete Quicken and to obtain on-line ticket sales capability (which we will be exploring in 2011/12).

### Volunteer Development

3.7 Volunteers had taken greater responsibility for delivery of the National and Regional programmes. A support manual had been developed and training arranged to help new regional web champions take responsibility for regional web pages.

### Membership Benefits and Services

3.8 Craig reported that the Association continued to deliver a varied programme of events and membership benefits, including:

- over 11,000 participations in National and Regional events
- 10,000 members entries in 'fun & free' competitions
- almost 100,000 cinema and theme park tickets purchased, saving members more than £285,000 on normal prices
- Champagne giveaway to mark the Association's 75<sup>th</sup> Anniversary, and £240,000 collected for charity

### Recruitment

3.9 Craig reported that across the period of the 2010 DWP Live Well Work Well (LWWW) launches, when the Association had unprecedented access to staff at almost 700 events, a net extra 6,000 members were recruited, bringing total membership to 70,000.

### Rebalancing the Programme

3.10 Dave White advised that the 2010 HASSRA Survey attracted over 12,000 responses. It was clear from analysis of the results that the National programme needed to be reviewed. Responses from both members and non-members indicated that people wanted to see more family based initiatives, such as discounted theme park/attraction tickets, larger cinema ticket subsidies, family fun days, and also more lottery prizes, whilst putting less emphasis on the sporting programme.

3.11 Dave added that the BOM had reviewed the survey results and had proposed the launch of a summer initiative where theme park/attraction tickets for at least one attraction per HASSRA region would be further discounted to over 50%. Catriona Patterson asked when details of the summer promotion would be released and Craig confirmed that the National Team were working on a detailed communications strategy with a start date for the initiative of 1st July 2011. Additionally, some of the other main themes from the survey results, such as increasing the number of lottery prizes and our programme of national championships, would also be fully reviewed and recommendations made.

## **2010 Accounts**

3.12 Dave Lees (Acting Finance Director) recorded his thanks to Finance Committee, Regional Finance Managers forum and National Board for their support. He reported that once again the Association had enjoyed a successful year in financial terms, with the year end out-turn showing an improvement on the original forecast. There were two errors contained within paragraphs 7.2 and 7.4 of the draft annual report as follows:

7.2. The overall excess of income over expenditure should be **£76k**.

7.4. The overall excess of income over expenditure should be **£259k**

### **AP01: HCS to amend the draft annual report**

3.13 Dave highlighted the following points from the accounts:

- income from membership subscriptions continued to increase slightly.
- income from lottery shares remained strong, with a slight increase over 2009.
- expenditure on the 2010 Special Event was under budget.
- Conference costs for 2010 were slightly higher than previous years due to increased attendance to mark the 75<sup>th</sup> Anniversary.

3.14 Dave invited questions on the accounts. Phil Jenkins (Wales) asked whether the 0.4% interest on the lottery account represented the best return available. Dave explained that with the current economic climate all interest rates were low but he hoped that with the Association moving national accounts to Lloyds TSB we would achieve a better return on our investments. Paul Whiteley (Fylde) asked what were the gross ticket sales for 2010 and Dave advised it was in the region of one million. Paul Whiteley enquired about VAT registration. Dave Lees confirmed that the National Association was registered for VAT and that HMRC had granted the Association "partial exemption" status.

## **Executive Committee**

3.15 John Weeks, as Chairman of the Executive Committee (EC), thanked EC members for the contribution over the last year, acknowledging that it had been another very difficult year for the EC. The work of the EC had been carried out with a backdrop of a new organisational structure and reducing headcount and all the changes that come with that environment.

3.16 John invited questions on this part of the report but none were raised.

## **Awards Committee**

3.17 Terry Green, as chairman of the Awards Committee (AC), spoke about the AC activity over the year and highlighted two strands of activity.

### Sponsorship Scheme

3.18 Terry reported that the existing sponsorship scheme was re-branded as the Development Scheme and launched during 2010. The scheme's criteria changed, broadening the criteria for applicants to three categories: wellbeing activities (personal development within HASSRA or within the local community), sporting development and development for members with a disability. Terry advised that the number of applications for 2010 had increased from the previous year and it was acknowledged that the scheme needed continuous promotion. Terry added that the new criteria aimed at personal development had positive payback to both individuals' Departments as well as the Association.

### Major Awards

3.19 Terry explained that during 2010 the AC had reviewed the criteria for the best sportsman/sportswoman and as a result there was now one combined award for best sportsperson. Additionally, a new national award was introduced in 2010 for best HASSRA contributor. The criteria differs from the existing best volunteer in so far as the contributor category is aimed at those members who participate in events (particularly non-sporting) and who have contributed by enabling or encouraging other members to participate. Both these changes were approved by BOM and introduced for the 2010 submissions.

3.20 Craig asked if there were any question on the draft report and accounts and with none forthcoming they were approved by Ann Leppard (BOM) as Proposer and Andy Graham (BOM) as Secunder.

## **4. Motions**

4.1 Two Motions were submitted to Conference and confirmation was issued on 15 April 2011.

4.2 Craig advised Conference that Motion 1, proposed by the National BOM relating to HASSRA membership criteria was being withdrawn. He explained that the motion required further consideration by the BOM and consultation with Regions before it would be presented again for discussion.

### **Motion 2: from HASSRA Board of Management**

4.3 Proposed that from 1<sup>st</sup> January 2012 HASSRA membership subscriptions would increase to £1.80 per calendar month.

## Background

4.4 Dave Lees (BOM) explained that it had been almost four years since HASSRA membership subscriptions last increased. During that time, any discussion concerning possible subscription increases had been linked to the Association's overall level of financial reserves.

4.5 Dave added that although 2010 accounts showed an overall surplus of income over expenditure, it was important to understand that programme expenditure invariably exceeded membership income, and its ultimate affordability rested solely upon subsidy from the HASSRA Lottery. Early results for 2011 showed a decline in membership and lottery income and this decrease was almost certainly due to public sector efficiencies impacting HASSRA membership. Further decreases in subscriptions and lottery were anticipated throughout 2011, 2012 and the period of SR10 until March 2015.

4.6 Dave advised that, in light of these pressures and the need to sustain and further develop a programme of events and activities of broadest appeal to existing and potential members, the BOM proposed that subscription rates should be increased from £1.50 per month to £1.80 per month, to take effect from 1<sup>st</sup> January 2012. In considering this proposal BOM had been mindful that the subscription rate would have been more than £1.90 had it kept pace with inflation since the last increase.

4.7 Nicki Stowe (FC) felt that this increase in membership subscriptions could have a negative impact on our membership, both existing and potential. Dave L agreed this was an ever-present risk, whatever the level of increase. Chris Czora (West Midlands) suggested that if increase in subscriptions was agreed, members would want more for their money. Craig Lewis (BOM) agreed and referred to the impending summer promotion, which would subsidise tickets to national theme parks and attractions by over 50%, and noted that the whole membership benefits package would be reviewed. Ian Brown (North West) suggested we wait and see what impact the summer promotion would have on membership but Craig explained that deferring the decision risked leaving the Association in financial difficulty. Lisa Spencer (Fylde) suggested that the Association could make savings by looking to cut costs of other national expenditure such as Headlines, Conferences etc. Craig said all costs were routinely reviewed and had, for example, led to accommodation at Conference being limited to one night, which had already saved a substantial sum. He also reported we were in discussion with the publishers of Headlines to see what savings could be made. John Vallely (North East) suggested that we introduce a 'staged' increase of possibly 10p each year, but it was explained that staged increases were logistically difficult because of the all the payroll providers involved.

4.8 There was a vote on the motion which was carried by 9 votes to 6.

## **5. ELECTIONS**

5.1 Craig advised that the nominations received for vacancies on national committees were circulated on 14 April 2011. There were three vacancies on the BOM, three on the Finance Committee and one on the Awards Committee.

### **i. National Board of Management**

There were three vacancies in respect of one unfilled vacancy and two resignations (Ann Leppard and Denise Ward). One of the vacancies was for three years and the other two vacancies for one year. Four nominations had been submitted and so an election was necessary. Andy Graham was elected for a term of three years, and Catriona Patterson and John Weeks were elected for terms of one year.

Craig recorded the BOM's thanks to Ann Leppard and Denise Ward's for their contributions.

### **ii. Executive Committee**

There was a vacancy for the Chair of the EC. Craig advised that as no nominations had been received. The BOM asked Craig to chair the EC while a review of the Committee's composition and role was carried out in light of ongoing headcount reductions. Craig clarified that there was nothing constitutionally preventing him from doing so. Conference approved the BOM recommendation.

### **iii. Finance Committee**

There were three vacancies for non-staff posts. One post was for a three year term, one for a two year term, and the third for a one year term.

Three nominations had been received and a vote was needed to determine the length of office. Phil Jenkins was elected for a term of three years, Nicki Stowe was re-elected for a term of two years, and Willie Hunter was elected for a term of one year.

### **iii. Awards Committee**

George Robinson was elected unopposed for a term of three years.

## **6. NOMINATION OF PATRONS, PRESIDENT AND VICE PRESIDENT**

6.1 The Patrons, President, First Vice President and Vice President, as listed in the draft annual report, was approved.

## **7. APPOINTMENTS**

### **i. CSSC representative**

Conference agreed that Craig Lewis would be the Association's CSSC representative.

## **ii. Auditors**

Conference agreed that Dafferns would continue to act as the Association's auditors.

## **8. THREE YEAR STRATEGY 2011-12 – 2014-15 AND PROPOSED 2011/12 BUDGET**

### Three Year Strategy

8.1 Craig advised that the key points contained within the three year strategy circulated on 6 May 2011 had already been discussed at Conference under "Rebalancing of the Programme". He invited questions on the strategy but none were asked.

### Proposed budget

8.2 Dave Lees presented the proposed budget for 2011. Nicki Stowe asked whether the planned expenditure on the summer promotion was included within the budget and Dave confirmed it was not. Steve Waters (North West) asked whether any expenditure relating to the 2012 Special Event was included within the budget. Dave advised that there was not but if any monies were needed for the event then NW should let him know in due course.

8.3 With no further comments or questions the budget for 2011 was proposed by Ian Brown (North West) and Seconded by Derek Lee (Fylde).

## **9. ANY OTHER BUSINESS**

9.1 With no other items of business raised, Dave White thanked everyone in attendance for their contributions and closed the conference at 4.00pm.

## **Annex 1**

### **ANNUAL CONFERENCE: THURSDAY 19 MAY 2011**

Paul Adams  
Ray Allen  
Zoe Ashby  
Moz Baker  
Lynn Bowman  
Ian Brown  
Harvey Clarke  
Ann Cook  
Chris Czora  
Carla Dixon  
Sarah Fairclough  
Lorraine Fox  
Irena Gorbun  
Andy Graham  
Carol Graham  
Terry Green  
Steve Groom  
Willie Hunter  
Phil Jenkins  
Leighton Jukes  
James Kennedy  
Andy Kerr  
Derek Lee  
Dave Lees  
Ann Leppard  
Craig Lewis  
Duncan Lloyd  
Donna Lund  
Kevin McClorry  
Helen McGuire  
Marie Mead  
Margaret Moor  
Sean Mulgrew

Gareth Niblett  
John Nunn  
Des O'Grady  
Phil Olley  
Catriona Patterson  
Jude Redshaw  
Liz Richardson  
Maggie Ritchie  
Ashley Robertson  
George Robinson  
Jahanzeb Saleem  
Sue Scrivener  
Jo Slegg  
Tim Smith  
Lisa Spencer  
Wally Steel  
Nicki Stowe  
John Strachan  
Nigel Thomas  
John Vallely  
Denise Ward  
Keith Waters  
Steve Waters  
John Weeks  
Dave White  
Helena Whitehead  
Paul Whiteley  
Carol Whittington  
Alayne Whitworth  
Coz Williams  
Mel Williams  
Paul Wyatt