



**Athletics Northern Ireland (2008)  
Company Number (NI059740)**

**Notice of Annual General Meeting**

3rd October 2024

**Notice** is hereby given that the Annual General Meeting of Athletics Northern Ireland (2008) (**Athletics NI**) will be held on Thursday 24th October 2024 at 7.00pm Sharp in Viable Corporate Services, 100 Great Patrick St, Belfast BT1 2LU . The meeting will be in person, however voting by Proxy is permitted (see Note 7).

You must register your attendance in advance (whether in person or online) no later than 5pm on Thursday **17th October 2024** so we can adequately cater for numbers. Registration is available at <https://form.jotform.com/242763480569366>

In a new first for Athletics NI, we are enabling an online option to join remotely. This will not be an interactive meeting and therefore viewers of the online meeting who wish to participate in the AGM must ensure they return a completed proxy voting form and/or submit questions to the Board in advance as described in this Notice. A link for the online meeting will be circulated to those who request this option at the point of registration in advance of the AGM.

Only those who have registered in advance either for in person or online attendance will be admitted to the meeting.

The AGM is central to the good governance of Athletics NI and the Board encourages all clubs to participate in this important annual meeting.

**Ordinary Business of the AGM:**

1. To approve the minutes of the previous AGM held on 26th October 2023.
2. To receive Athletics NI's accounts for the financial year ended 31st March 2024 together with the reports of the Directors and the Auditor thereon. (See Note 1)
3. To appoint the auditors of Athletics NI for the financial year ending 31st March 2025. (See Note 2)
4. Motions before the meeting
  - 4.1 To consider the Membership Fees for the year 2024/25. (See Note 3)

4.2 To confirm the appointment of directors to the Board in the period from the date of the previous AGM to the date of this meeting. (See Note 4)

- Alison Stocks appointed on 06/03/24
- Jason Smyth appointed on 26/06/24
- Ian Taylor appointed on 26/06/24

and any other director appointed to fill a casual vacancy before the date of this meeting.

4.3 To elect the President and Vice-President(s). (See Note 5)

4.4 To confirm the nominations of the members of the Committees for the year 2024/25. (See Note 6)

5 Proposals before the meeting put forward by Wendy Phillips on behalf of City of Lisburn AC

5.1 The number of Committees reverts back to the original two main Committees Track and Field and Endurance, representatives from each having full voting rights on the ANI Board.

5.2 All operational and financial information regarding the Mary Peters Track be reported to the ANI Board and the AGM.

5.3 Selection Committee members and selection criteria for all Teams, Team Managers, Grant and Funding applications be clearly communicated, and listed on the web site in advance of any selection, and that all selections are approved by both Committees before going to the Board.

5.4 All Communication should not be restricted to social media as there are many stakeholders who are not on social media. Communication should be displayed on the Web Site, with e mails being sent to clubs, coaches, athletes and officials to ensure full transparency.

### **Questions to the CEO and/or the Board**

If a member has a question they would like raised at the AGM, it should be submitted via email to [companysecretary@athleticsni.org](mailto:companysecretary@athleticsni.org) by no later than **5pm on Thursday 10th October 2024** to ensure that a full response is available.

Questions will be permitted on the night, but a full response may not be available.

### **Requests to Amend Motions**

Requests to amend any Motions must be made to [companysecretary@athleticsni.org](mailto:companysecretary@athleticsni.org) by no later than **5pm on Thursday 10th October 2024**.

**By order of the Board**

David Abrahams,  
Chair

## Notes

1. Copies of the Company's audited Financial Statements for the year ended 31st March 2024 are enclosed with this Notice.
2. The board recommends reappointment of Finegan Gibson for the 2024-25 financial year.
3. **Membership fees for 2024-25**

Athletics remains one of, if not the lowest cost of participation sports. It is essential that all clubs pay their membership fees in a timely manner – all club fees and individual fees are due 1st April annually.

As Athletics NI's financial position has improved in the last year the board is recommending no change membership fee for 2025/26.

**It is essential to properly count the numbers participating in the sport and member clubs are asked to register ALL members of their clubs (from Mini to Master) so that everyone is adequately insured for their participation in the sport.**

Registration fees for 2025/26 will be:

- Clubs & Associations Affiliation Fee £140
- Event Organiser Affiliation Fee £ 80
- Senior Athlete Registration £ 20
- Junior (11-15) Registration £ 10
- Mini (4-10) Registration £ Free of Charge (please register FOC)
- Coaches/Officials £ Free of Charge (automatic registration)
- Honorary Members £ Free of Charge

4. **Confirmation of appointment of directors of the Company for period from the 26th October 2023 AGM to 23rd October 2024**

The Articles of Association of the company provide that any director appointed by the board to fill a casual vacancy shall hold office only until the next annual general meeting and shall then be eligible for re-election.

5. **Election of President and Vice-President**

Nominations have been received for the following to be elected as President and Vice President:

President: Wendy Phillips

Vice President: John Allen

6. **Confirmation of Nominations to Committees**

Appointments to the following Committees are due:

- Audit & Risk Committee;
- Competition & Events Committee;
- Development & Participation
- Endurance Committee;
- Performance Pathway Committee;
- Selection Committee; and
- Track & Field Committee;
- Officials Committee

Terms of reference for each committee are published on the Athletics NI website.

In order to maximise the opportunities for a diverse pool of members to participate in our committees, and participate in the governance of our sport, the Board is seeking expressions of interest from anyone wishing to support our sport and act as a member of our Sub-Committees.

We therefore invite all willing individuals to notify the Board of their interest in being appointed or re-appointed to our committees, with details of their preferences for joining any particular committees, noting any skillsets that may be required as set out in the terms of reference.

The Board will consider all responses received and will use our best endeavours to accommodate all preferences. In order to ensure a broad and diverse membership with strength and depth of skills, we may ask individuals to accept nomination to a different committee from their preference. All individuals will be asked to affirm they accept appointment to the final committee structure proposed.

Please send your expression of interest to [companysecretary@athleticsni.org](mailto:companysecretary@athleticsni.org) by no later than 5pm on Thursday 10th October 2024.

## 7. Proxy Voting

To ensure that our Members can continue to remain engaged with, and play an active role in, this year's AGM we have arranged for proxy voting and proxy voting forms will be circulated in due course.

As a Member of the Company, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Meeting. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form. The Chair of the Board of Directors (or, in his absence, such other Director as the Board may determine) may be appointed to act as your proxy for the meeting.

All proxies must be sent by email using the approved proxy form (to follow) to [ceo@athleticsni.org](mailto:ceo@athleticsni.org) and must be received by 12noon on **Monday 21st October 2024**.

Registration for AGM [Here](#) or at <https://form.jotform.com/242763480569366>

Documents included:

1. Agenda
3. Minutes of 2023 AGM
4. Draft Financial Statements for the year ended 31 March 2024