

Bookham Wine Club

Annual General Meeting October 12th, 2020

Introduction

Due to the extraordinary circumstances this year, as a result of the Covid-19 pandemic, it was only possible to conduct the business of the AGM electronically, i.e. via email and the Club's website. As per standard practice, members were provided with a copy of the agenda and associated documents (Chairman's Report*, Draft Minutes of the AGM 2019, Summary of Accounts and copy of the BWC Constitution) along with a voting form containing the Committee's proposals/motions, including the list of names for Committee officer and membership election. Members were asked to return the voting form via email to the Secretary, along with ideas/suggestions, feedback and any AOB by the 10th October. Members of the Committee subsequently met, in accordance with Government guidance, on the 12th October to review the results of the voting/feedback and to discuss next steps.

**Incorporating Club notices, the Secretary's report and Membership Secretary's report.*

Response/Attendance

A total of 31 members voted* via email, as follows:

David & Sally Fulton	Annette Hockin
Ian & Patricia Robinson	Philip Spooner
Frances & Paul Sanders	Kate Wolverton
Kate & Claudio Ramponi	Shirley Adams‡
Roger & Lesley Stafford	Edmund & Beryl Morgan-Warren
David Mendus	Ian & Pauline Naylor
Ruth Blood	Bob Mankin
Jean Broome	Mike Viney
Eric & Christine Martin	Neil Briffett
Jan & Peter Clarke	Kevin Forder
Giles & Anneke Lindsay	

**Sufficient members to form a quorate group*

‡Responded to email but unable to access the voting form – no votes recorded.

Chairman's Report

David Fulton had provided a review of the year's meetings and plans for future meetings at the Barn Hall, membership update, committee membership and proposed changes.

No comments/questions received in response to the report.

Review of the 2019 AGM Minutes

There were no points of accuracy and no matters arising. The AGM minutes were proposed by Neil Briffett and seconded by Ruth Blood.

The AGM minutes were approved unanimously via email vote.

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Treasurer's Report & Accounts

Club Treasurer, David Mendus, had provided the summary of the year's accounts. The accounts and account summary had been reviewed and signed off by the Examiner, Paul Sanders on the 25th September.

Proposed by Jean Broome
Seconded by David Fulton

The 2019-20 accounts were approved unanimously via email vote.

Annual Subscription

The Committee had proposed that the annual subscription apply to a calendar year.

Proposed by David Mendus
Seconded by Ian Robinson

Proposal approved unanimously via email vote.

Members were asked to agree the proposal to maintain the annual subscription at £15.

Proposed by Frances Sanders
Seconded by Roger Stafford

Proposal approved unanimously via email vote.

Committee, Accounts Examiner and Election of Officers

Jean Broome and Neil Briffett have announced their intention of stepping down from the Committee. The Committee would like to thank Jean, on behalf of the Club, for all her hard work in the kitchen; she has certainly provided us with some excellent food over the past **5 years**? (tbc). Frances Sanders and David Mendus announced their intention of standing down from the roles of Secretary and Treasurer, respectively. All are thanked for their contribution to the Committee/Club.

The following officers have agreed to stand:

Chairman: David Fulton
Proposed by Neil Briffett. Seconded by Ruth Blood
Treasurer: Kevin Forder
Proposed by Jean Broome. Seconded by David Fulton
Secretary: David Mendus
Proposed by Frances Sanders. Seconded by Roger Stafford

All appointments were approved unanimously via email vote.

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The following committee members were all willing to stand again for the year 2020-21:

Ruth Blood

Proposed by David Mendus. Seconded by Ian Robinson

Ian Robinson

Proposed by Neil Briffett. Seconded by Ruth Blood

Frances Sanders

Proposed by Jean Broome. Seconded by David Fulton

Roger Stafford

Proposed by David Mendus. Seconded by Ian Robinson

Nominations approved unanimously via email votes.

Accounts Examiner: Paul Sanders has agreed to continue as accounts examiner for 2020-21.

Proposed by Neil Briffett

Seconded by Ruth Blood

Appointment approved unanimously by email vote.

Next Year's Meetings

Given the current situation, plans to run indoor meetings at the Barn Hall are on hold. The existing plan is to continue holding small meetings of up to six at member's homes, subject to government guidance and only where social distancing measures can be observed, for the foreseeable (at least the next 6 months) and with wines provided by local suppliers.

Ideas & Suggestions from Members

None raised.

AOB

No items raised.

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ANNEXE 1: Email notice of AGM

Dear BWC Member

Notice of AGM 2020

Our next meeting, scheduled for the 12th October, is our Annual General Meeting. Given the current circumstances, we are unable to meet face-to-face as a Club and the Committee have decided the only way to conduct the business of the AGM this year will be via the BWC website and email. The following documents are attached for your convenience:

AGM Agenda with related documents:

- 1.Chairman's Report
- 2.Minutes of the 2019 AGM (Draft)
- 3.Summary of Accounts (Treasurer's report)
- 4.BWC Constitution with proposed change to subscription wording

AGM Voting form

Next steps:

We encourage you to review the documentation carefully and email any comments or questions to Frances, **by the 10th October**, at the following address: secretary@bookhamwineclub.org.uk.

As per last year, the summaries of this year's monthly meetings (November 2019 – March 2020) are available on the Club's website. Please feel free to review these if you wish and please note that the attached AGM documents and Constitution are also available via the members' area of the website, where you can also find the tasting notes for previous meetings:

<https://www.bookhamwineclub.org.uk/members-login/>

In case you need them, the members' login details are as follows:

Username: members

Password: !Merlot!

Committee Membership:

As announced in the September newsletter, there will be a few changes to the Committee next year in terms of membership and committee roles. Jean Broome and Neil Briffett have both announced their intention of stepping down from the Committee. Frances Sanders and David Mendus have announced their intention of stepping down from the roles of Secretary and Treasurer, respectively.

As you know, we are always keen to hear from anyone who is willing to volunteer to stand for the Committee. Whilst a couple of members have already stepped forward, and we will be in touch with them when circumstances allow, we will need to find more volunteers so please do let us know if you feel you can offer your time when the need arises. Please note it is not expected that every member of the Committee takes on a specific role.

Kevin Forder has kindly indicated his willingness to act as our Treasurer and the Committee recommends his election. The Committee also recommends David Mendus replace Frances as Secretary.

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AGM Voting Form: please respond

Please review the attached voting form and return your votes and any queries you may have to Frances by Saturday 10th October at secretary@bookhamwineclub.org.uk.

We have already heard from many of you through the summer months and it was good to hear such positive feedback about the Club, particularly with respect to the garden meetings which were a great success. A Club is nothing without its members and we would like to take this opportunity to thank you for your continued support. Please do get in touch with any suggestions you have as we look forward to 2021.

The outcome of the AGM will be reported to you via email after the 12th October.

With best wishes
BWC Committee

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ANNEXE 2: Voting Form



Bookham Wine Club
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Voting form

Please update and return this form by e-mail to
secretary@bookhamwineclub.org.uk before Saturday October 10

Couples may send one form with two names, or separate forms.

Name of member 1:

Name of member 2:

Date:

*Please add “yes”, “no” or “query” for each line below following the :- symbol
Don't worry about the alignment, as long as we can understand your vote, that
is all that matters. If you have a query, please set it out on the second page of
this form.*

Accept minutes of AGM 14 October 2019 :-
Proposed: N Briffett; seconded R Blood

Accept accounts for year ending 1 September 2020 :-
Proposed: J Broome; seconded D Fulton

Agree that annual subscription apply to a calendar year as proposed by the
committee :-
Proposed: D Mendus; seconded I Robinson

Agree that the annual subscription be set at £15 :-
Proposed: F Sanders; seconded R Stafford

Elect the following officers

Chairman: David Fulton :-
Proposed: N Briffett; seconded R Blood

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Treasurer: **Kevin Forder** :-
Proposed: J Broome; seconded D Fulton

Secretary: **David Mendus** :-
Proposed: F Sanders; seconded R Stafford

Committee: **Ruth Blood** :-
Proposed: D Mendus; seconded I Robinson

Ian Robinson :-
Proposed: N Briffett; seconded R Blood

Frances Sanders :-
Proposed: J Broome; seconded D Fulton

Roger Stafford :-
Proposed: D Mendus; seconded I Robinson

Approve the appointment of Paul Sanders as examiner :-
Proposed: N Briffett; seconded R Blood

Please set out any query that you have below