



Black Country **Constructing Excellence Club**

Annual Report 2010

Club's Vision

To be a leading Constructing Excellence club in the UK which is recognised by all third parties in the Black Country as the organisation for information, knowledge, connections and the sharing of best practice in the construction related supply chain. Club events will be the place of choice to meet and learn, particularly for SMEs

Contents

- 2011 AGM Agenda
- Minutes of 2010 AGM
- Chairman's Report
- Treasurer's Report
- Club Secretary's Report
- Events Officer's Report
- Marketing Officer's Report
- Membership Secretary's Report

- Appendix 1 – Financial Statement

NOTICE WAS GIVEN, via e shot on 14th January 2011 and e mail on 6th February 2011, that the Annual General Meeting of the Black Country Constructing Excellence Club would be held at Thursday 24th February 2011 commencing at 18:00 hrs. (Registration from 17:30) at City of Wolverhampton College Wellington Road, Bilston, Wolverhampton, WV14 6BT

ORDINARY BUSINESS

1. To appoint a Chairperson of the meeting
2. To receive the Annual Report for the year.
3. To receive the Treasurer's Report for the year.
4. To elect new persons to hold the Officer's Posts :

The following were appointed at the 2010 annual general meeting:

Chairman	Roy Casey
Vice-Chair & Club Secretary	David Ravenscroft
Treasurer:	Ian Priest
Lead Events Officer	Steve Perkins
Events & Education Officer	Mike Hughes
Events officer	Albert Charles
Events & Sponsorship Officer	Jackie Casey
Media Officer	Adam Frankling
Press Secretary	Rachael Hobbis
Marketing Secretary	<i>Dev Masih</i>
Membership Secretary:	<i>Les Hines</i>
Community Liaison Officer	Wayne Barratt
Committee Member:	<i>Steve Davis</i>
Committee Member	<i>Mark Partoon</i>
Committee Member	Jan Britton

- Individual officers' roles were assigned after the 2010 Annual General Meeting.
- Dev Masih, Les Hines and Steve Davis all stood down at the end of the year, Dev to concentrate on his core business of Health and Safety, Les to recommence his Football career and Steve due to pressure of work and travel now that his long term role at the Walsall Hospital project is over. We wish them all success and know that they remain friends of the Club and amongst its strong supporters.
- Mark Partoon is not standing for re-election.
- Nominations have been received before the meeting on behalf of
 - Sam Perkins;
 - Jamie Wilkes; and
 - Jonathan Adams
- Any further nominations received from the floor at the meeting will be considered, as the club continues to seek new officers to help manage the Club.
- Individual roles will be assigned after the AGM.
- After some debate amongst the committee regarding the desire to rotate Chairmanship it has been decided that Mike Hughes will stand for election as Chairman at the beginning of 2012, with Roy Casey taking the role of

Presidency of the Club after his 5 years as Chairman. It is therefore intended that Mike will become Vice Chair for 2011.

EXTRAORDINARY BUSINESS

- Amendments to the Constitution

It is proposed that the constitution be amended by adding the clauses shown in red to part H as follows:

H.Determination of Club Officers

A Club Officer shall cease to hold office if he or she:

- 1)becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;*
- 2)is absent from 50% of the ordinary meetings held by the Club within the period of one year from the AGM at which the Club Officer was elected and the Club Officers resolve that his or her office be vacated;*
- 3)notifies to the Club Officers a wish to resign (but only if at least three of the Club Officers will remain in office when the notice of resignation is to take effect);*
- 4)have failed to comply with a statutory demand within the meaning of the Insolvency Act 1986 or have entered into a voluntary arrangement generally;*
- 5)fails to attend at least one third of the events held by the Club within one year from the AGM at which the Club Officer was elected;*
- 6)fails to settle their membership subscription invoice within the due period given for payment in the invoice*

The Club Chairman or Deputy Chairman shall issue a written (letter or e mail) notice of the intent to withdraw office, giving 7 days notice of the meeting at which the decision shall be taken.

At the discretion of a quorum meeting of the Club Officers a waiver on reasons 2), 5) or 6) may be given to a Club Officer if they are able to demonstrate extenuating circumstances which the quorum find acceptable.

This Extraordinary business is brought to the AGM for agreement because of the following provision within the Constitution:

Excerpts from the constitution

The constitution allows for it to be changed by a resolution passed by not less than two thirds of the members present and voting at a Special General Meeting. The notice of the Special General Meeting must include notice of the resolution, setting out the terms of the alteration proposed.

The Club Officers may call a Special General Meeting of the Club at any time. If at least ten members request such a meeting in writing stating the business to be considered the Club Secretary shall call such a meeting. At least 21 calendar days' notice must be given by email to all members. The notice must state the business to be discussed.

BLACK COUNTRY CONSTRUCTING EXCELLENCE CLUB MINUTES OF ANNUAL GENERAL MEETING

held at 17:30 February 26th 2010 at Wolverhampton University.

Present;

The AGM was held before a club event on Social Media. An invitation had been sent to all members prior to the event with a copy of the annual report and the minutes of The Annual General Meeting of February 2009.

1. Acting Chair

as terms of office had expired, Roy Casey was elected as Acting Chair of the meeting.

2. Chairs Report

Roy summarised the Annual report.

- He was proud of the achievements of the club as a result of the efforts of its officers and supporters.
- Two workshops were held early in the year involving officers to refocus the activities of the club, refine its goals and review the management arrangements.
- 10 regular meetings were held during the year. Average attendance at these rose from 30 to 51.
- Attendance at these meetings was subject to either individual subscription, or (as a result of feedback), by donations on a meeting by meeting basis. The committee acknowledged that if a significant one - off donation was expected, an improved catering offer would be expected. We are fortunate in having secured the services of Jackson Catering, whose service and quality have been impressive.
- We have undertaken joint events with the Chartered Institute of Building and Wolverhampton University, demonstrating the clubs influence in the region.
- Our founders day event, where we find a charitable project to support locally with construction work, is now well established, and ran again this year.
- The club also supports the Taste of Construction event for School Students, both by donation and their presence.
- Our cash balance at the end of the year is £5713, compared with £8461 at this stage last year. There are a number of reasons for this.
 - There was no financial support from West Midlands Constructing Excellence last year (although they continued to give us assistance with staff at events, and their continued attendance).
 - The recession has restricted income from sponsorship of events.
 - The July Barbeque and the November debate on the Construction Commitments had incurred additional costs compared with 'ordinary' events.
- There were changes to the management team during the year. These were mainly as a result of pressures from the 'day job', as a result of the consequences of the recession. We therefore said goodbye to Sylvia Smith, Karen Whitehouse, Angela Nash and Cecilia Pearce. Special mention goes to Cecilia, who has overcome a serious illness in the last 18 months, has made a very large contribution to the club

throughout its life, and is at the re launch of the Worcestershire Best Practice Club tonight. We are fortunate to have the rest of the officers standing for re-election, and a number of new candidates.

3. Election of Officers

Officers would be elected to the committee, rather than specific posts. Post would be decided at the first meeting of the committee. The following officers were elected after being proposed and seconded by those present at the meeting.

Previously serving officers

Roy Casey
Al. Charles
Wayne Barratt
Mike. Hughes
Steve Perkins
Ian Priest
Jackie Casey
Adam Franklin
David Ravenscroft
Steve Davis

New Candidates

Dev Masih
Les Hines
Rachael Hobbis
Jan Britton
Mark Partoon (not present at meeting)

4. The meeting finished at 18:00 hours

Chairman's Report

2010 has been another proud year for me as the Club navigated a difficult year for the industry and we continued to be a successful leading UK constructing excellence club. This has been my fourth term of office as Club Chairman. I would also like to thank our Speakers and Sponsors for 2010.

Attendance at events went down on the previous year - we believe a result of less people in the industry but each with more to do. Subscription membership remained low for the fourth year. Nonetheless I believe that we continue to do the right things in providing an attractive networking and knowledge sharing base for the local construction industry with attendance at events often in excess of 50.

The Club's Officers have again given of their time and effort freely as the Club is a voluntary not for profit organisation. A number have struggled to find the time necessary to fulfil all of their role, due to other commitments, but overall they have banded together and put on a great show in 2010 with 10 events again.

We have now planned another full year of 10 events for 2011 plus some additional activities such as Founding Event and we would like to be able to run the Taste of Construction, an engagement with local schools to promote Construction as a career choice, again this year.

As will be seen from this report, the Club is planning a change in leadership for 2012 as I consider my time has come to step aside and allow a fellow Officer the role of Chairman – although it will be seen that I do not plan to leave the Club's management committee.

Roy Casey - Chairman

Treasurer's Report

We started the year with a very healthy balance of £4,749, and we generated an income of over £5,400 from subscriptions and sponsorship. The committee agreed to provide a start-up loan of £1,000 to Women Working in Construction group, which is expected to be partially repaid during 2011.

Our total expenditure during the year was over £6,800, and whereas it is right to be spending our income accrued in previous years for the benefit of the club, it is not sustainable in the long term to continue to run at a deficit; our balance at the end of the year was just over £3,000. For this reason, we have instigated a business plan for 2011, where we will plan and monitor expenditure against various budget heads. We would like to acknowledge finditinsandwell who despite the austere times we find ourselves in continued their staunch support of the Club by providing venue and refreshments for the opening event of 2011, thus allowing us to replenish our funds slightly. This who are kind and generous enough to provide us with venues and catering free of charge are a great support to the Club's activities.

The Education fund remains untouched as it has proven difficult to find worthy recipients of these funds. We are currently working on a construction careers advice publication for issue to Black Country schools, which will require significant funding.

The audited accounts are attached to these documents.

Ian Priest - Treasurer

Club Secretary's Report

The committee made two significant decisions at its January 2011 meeting. A number of officers have been concerned about the long term future of the club if we continue to rely on the enormous input of Roy Casey to the club. It is not an exaggeration to say that without this (and Jackie's contribution), the club would not be the success it is. We needed to take action to address this, not least because of Roy's contribution to best practice clubs nationally and his new role on the board of Constructing Excellence means his time has become even more precious. The fact that our Chairman, Roy Casey, is Chairman of the National Clubs Steering Committee is in itself tribute to the success we have had in the Black Country and a huge advantage to the club as we are seen as exemplar. As a result, we have agreed that Mike Hughes will be stand for election as Chairman in 2012. This gives Mike 12 months to gradually take over the reins, and therefore reduce the load on Roy. We hope that by this means we will continue to retain the knowledge and influence of Roy on the club in the long term.

The other decision was to institute a budget planning process, which we have not had to date. This in part reflects strained economic circumstances we find ourselves in; where sources of income are less assured; in previous years we could rely on our

accumulated funds and some funded sponsorship, we cannot expect to do this in the future

It is a fact of life that there will be a number of changes to the membership of the committee on an annual basis. In particular, we say goodbye to:

- Dev Masih, who provided an enormous amount of energy and many ideas in his role of Marketing as a result, the club became finalists in the West Midlands Business awards category for "Midlands Business Club of the Year" He has decided that club activities do not fit with the core business for his company, which is particularly focused on the food industry
- Les Hines, who brought quiet efficiency to his role of Membership Secretary. He has decided to re-commence his football career with the 'Glassboys' (Stourbridge FC in the Southern League) His training evenings clash with our Committee meetings, and he therefore feels unable to continue his role

David Ravenscroft – Club Secretary

Events Secretary's Report

Since the Club founded in April 2007, we have been responsible for staging 33 events, with a gross attendance of 1564 and an average attendance of 48 per event. Put in these terms, this a large measure of the success of the club, and something the Club can have pride in.

We were unable however, to maintain our year on year increase in attendance figures for 2010 as a whole and average attendance over the year dropped by around 25% back to the 2009 level. This is hardly surprising, given the economic situation and the decrease in activity in the industry as the result. Nevertheless, our figures for 2010 as follows remain impressive for a club of our size.

Number of events run	10
Average attendance	39
Max attendees	65
Min attendees	21
Total attendances	390
No. individual attendees over year	137

Our thanks are again due to the following in helping us to achieve this

- **Sponsors for providing venues for meetings** which is a major financial benefit to the club, and has been the major source of sponsorship for the club during the year. They include
 - Wolverhampton University, at Wolverhampton, Compton and Walsall,
 - Stourbridge College at Waterside,
 - Wolverhampton College at Bilston
 - Walsall College
 - Sandwell Council for the Council House
- **Speakers for freely providing their expertise**
- **All Club Officers** who contribute in one way or another to putting on events. Thanks are particularly due to Jackie Casey in coordinating this
- **WMCCE** who continue to give us support despite their own difficult circumstances with the demise of AWM

- **Our caterers Jacksons caterers**, whose quality and service is exceptional (so much so that we are sometimes embarrassed when we have to use alternative catering which is tied to the venue)
- **Our photographer** who provides valuable marketing material (and is joining the committee this year)

We spread our venues amongst the four local authority areas we serve

We endeavour to vary our timing, in May we included in our programme a breakfast event at Stourbridge College. Our format is now well established, but we varied that this year by running a Workshop on Bidding and PQQ's, and running, for the second year, an event which also included a barbecue. Our thanks are due to the Collaborative Working Centre and Wolverhampton University (for providing the venue at Compton) for their sponsorship of this event. Our debate series, started in 2009 was also continued with this year with an event where national and regional representatives of organisations debated the future challenges for construction. We again were able to vote electronically at the beginning and end of the evening, to determine how many were swayed by the arguments put forward - thanks are again due to Wolverhampton University for the venue and WMCCE for the hardware.

The feedback we receive indicates the events are generally very well received. Our programme for the current year is already fixed. We hope to exhibit more collaborative and joint events. We try to focus on what we think should be important to a core Audience, with reference to our Vision statement on the first page of this document, but are more than willing to receive suggestions from our Membership about future events. Pre bookings for 2011 events received during January suggests we have pitched the offer in the right direction.

- | | |
|----------------------------|--|
| 23 rd March | Localism and Planning
08:00 to 10:00 breakfast event at the Wolverhampton Science Park |
| 14 th April | Zero Carbon Hub |
| May | Our annual Founding Event and possibly a joint West Midlands clubs event on IM in Birmingham |
| 30 th June | The Tesco development at West Bromwich |
| 7 th July | Constructing Excellence national member site visit to one of their exemplary Black Country projects. We will visit Vinci's Walsall Campus project for the University of Wolverhampton |
| 29 th September | Contract & Regulations Update |
| 27 th October | Birmingham Energy Savers Update & BRE Retrofit Sustainability Programme |
| 24 th November | A panel presentation from the newly appointed Constructing West Midlands framework contractors - Who, How and Where? |

Steve Perkins – Lead Events Secretary

MARKETING REPORT

We took a conscious decision to try to deliver added value to our members during the year, primarily by using electronic media to deliver this. We have been attempting to change from an information source to a usable, interactive tool for members and guests. The club is indebted to Dev Masih for a number of these initiatives. To this end, we have now set up the policy of publishing our speaker's presentations on our Website (whenever they are willing to let us have a copy) and have produced a blog to keep members up to date with events at the club and presenting biographical details of our speakers, for instance. We also have a LinkedIn group, and a member's discussion forum. We have been disappointed with the usage figures for these items and will redouble our efforts in this area during the coming year. We are also considering how members can promote their business interests further through the Website.

Another part of our Strategy was to enter the West Midlands Business Awards category for "Midlands Business Club of the Year", where we were shortlisted as one of 6 finalists. This was in part to gain some publicity for the charitable work we do as part of our Founders event, which largely goes unheralded. We published a flyer on the Founders event as well.

Unfortunately, Dev has stood down from his post but the club is in his debt for the enthusiasm he has shown in taking these initiatives forward. We are already indebted to Jamie Wilkes who Dev introduced to the Club; although Jamie is a prospective committee member until election at the AGM he has already started transforming the web site for us.

Adam Frankling - Media Officer

SPONSORSHIP

Sponsorship is beneficial to both your company and the Club. Our events mailing list reaches over 2700 people each month (up 1100 on this time last year) and our popular events are typically attended by between 35 and 85 people (annual average is 48 over 4 years), so you can be assured that your name will be featured to a substantial number of people and organisations.

We can offer three types of sponsorship opportunity:

- On our website
- In our E Shots
- As an event sponsor

We are of course eternally grateful to those who provide us with in-kind sponsorship through use of their premises and sometimes provision of free-of-charge catering.

The Club's funds for the past 2 years, whilst the industry has been beset by austerity, have shown a dropping trend which has been contributed to by inability to secure financial sponsorship.

For those considering taking out an annual subscription for company membership, we are often able to combine this into the sponsorship package so that both parties benefit.

MEMBERSHIP

Our subscription based membership remains at a fairly static level each year, with 2010 providing 35 members. We would of course like more members, however, we measure our success by the number of people attending our events and this always outstrips the number of Club members present.

From an economic perspective, Membership is a bargain for those who take it – at just £50 per annum for an Individual that can be £5 per event and half the cost of an on-the-door donation. For company Members at £140 per annum and 4 people able to attend any event that could represent as little as just £3.50 per person per event.....perhaps it's just as well our subscription paid membership isn't booming as that would not cover the per head catering costs!

Roy Casey – Temporary Membership Secretary

Appendix 1 – Financial Statement

BLACK COUNTRY CONSTRUCTING EXCELLENCE CLUB

TREASURER'S REPORT

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 2010

	£	£
Balance at 1st January 2010		
Bank - Current account	4749.31	
- Education account	885.15	
- Petty Cash	11.26	
Accrued income	285.00	
Accrued costs	<u>-215.16</u>	
		5715.56
Income		
Subscriptions	3865.00	
Sponsorship	1350.00	
Bank interest	0.37	
	<u>5215.37</u>	
Accrued income for 2009 not received	-285.00	
Accrued income for 2010	<u>0.00</u>	
	<u>4930.37</u>	
Expenditure		
Paid in the year	7872.83	
Accrued costs last year	<u>-215.16</u>	
	<u>7657.67</u>	
Deficit for the year		-2727.30
Balance at 31st December 2010		<u><u>2988.26</u></u>
Represented By		
Bank - Current account	2413.75	
- Education account	563.28	
- Petty cash	11.23	
Accrued income	0.00	
Accrued costs	0.00	
		<u><u>2988.26</u></u>

Mr I Priest, Treasurer

Accountants' Report to the Black Country Constructing Excellence Club

We have examined the above Income and Expenditure Account and confirm that it is in accordance with the books and records of the Club for the year ended 31st December 2010.

Accountancy 4 Growth Ltd
Chartered Accountants
33 Wolverhampton Road
Cannock
Staffordshire
WS12 3YQ