

Academy Swim Team (AST) - Special General Meeting

Concise minutes for publication to members

Date	Wednesday, 20 May 2026
Time	19:45-20:00
Location	Burnham Community Centre, Room 1, with online attendance available
Purpose	To elect trustees/executive officers and adopt the updated constitution.
Attendees	Lewis Plume, Gary Elliott, Vicky Shortland, Sally Jeffries, Nic Hazelton, Pippa Collins, Mark Jimmieson (Virtual), Nicola Freeman (Virtual), Stevie Dixon (Virtual), Robyn Sommers (Virtual).

1. Welcome and apologies

The Special General Meeting was opened and members were welcomed. It was confirmed that the meeting had been called in accordance with the club constitution and that the meeting was quorate.

2. Election of trustees and executive officers

The meeting considered the appointment of the following trustees and executive officers:

- Lewis Plume - Trustee and Club Secretary.
- Victoria Shortland - Trustee and Vice Chair.
- Gary Elliott - Trustee and Treasurer.

No objections were raised. The appointments were approved by those present.

3. Adoption of updated constitution

The meeting considered and approved the adoption of the updated constitution for the charity as a Charitable Incorporated Organisation. The constitution will be updated to reflect the elected trustees and executive officers and the simplified charity name record, removing "Ltd" from the Charity Commission name entry. It will be submitted to the relevant bodies as required.

4. Close

There being no further formal business, the SGM was closed.

Actions

Action	Owner	Due / timing	Status / note
Update and circulate/submit the adopted constitution as required.	Club Secretary / trustees	After SGM	In progress
Update trustee records with the relevant bodies.	Trustees	After SGM	In progress