

St Albans Cricket Club

2021 Annual General Meeting

25 November 2021

The meeting will begin at 19:00



**St Albans
Cricket Club**

Established before 1800

President
Co-Chair
Secretary
Treasurer

Peter Mardle
Andy Saunders & John Webber
John Rudlin
Liz Pelham

St Albans Cricket Club

2021 Annual General Meeting

25 November 2021

Please note that this meeting is being recorded.
A copy of the recording will be made available on the Club website afterwards.



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#SAYNOTORACISM

- At St Albans CC, we pride ourselves on being an inclusive club with a diverse membership. Cricket is a game for all, regardless of gender, race or ethnicity.
- We do not tolerate racism or any other form of discrimination under any circumstances.
- If you believe you are or have been the victim of racism or discriminatory behaviour while at the Club or have any related concerns, please speak to **Andy Saunders, John Webber** or **Andy Knill-Jones**.
- Any matters reported to us will be dealt with in the strictest confidence.



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SACC Annual General Meeting 2021

Agenda

1. Apologies
2. Minutes of 2020 AGM & matters arising
3. Review of 2021 Season
4. Proposed changes to Club committee structure and constitution
5. Election of officers
6. Nomination of non-elected positions
7. Succession planning
8. Any other business



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1. Apologies



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2. Minutes of 2020 AGM & matters arising



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3. Review of 2021 Season



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Review of 2021 Season

1. Secretary's report
2. Continued impact of COVID-19
3. Treasurer's report
4. Pavilion improvements and licence renewal
5. Looking after our facilities



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Secretary's report

On the field

- Men's 1XI and 2XI both finished 2nd in their divisions and are promoted to Div 1 and Div 4B respectively
- Women's 1XI won their division (undefeated) and are promoted to HCWCL Div 1
- Men's Club XI side had matches most weekends
- Junior cricket returned to full training and first matches since 2019. U9 boys and U15 girls both finished 2nd in their leagues

Off the field

- Good progress with the refurbishment of the pavilion and renewal of our licence (more on that shortly)
- A number of members have stepped-up to help us, but more support is needed (more on that later too!)
 - Dharmista Nagar (Cookie) and Nic Wong have helped us to run the upstairs bar on Friday nights
 - Zach West has managed the Club's payroll, ensuring that people get paid for the work they do for the Club
 - Dave Ashton has assisted with the processing of junior registration forms
 - Billy May, Celeste Jones and Arminah Awan have taken on more extensive coaching responsibilities
 - Gordon Murray, Ian Macinlay and Neil Telkman have umpired a number of the Men's 2XI matches



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Continued impact of COVID-19

- Decline in junior cricket membership but numbers are recovering towards pre-pandemic levels
- Men's cricket membership has remained broadly stable but we are seeing greater levels of participation
- Significant growth in women's cricket membership
- Need for continued investment in our facilities to make sure that they are COVID compliant
- Adaptations to the way we use our facilities so that we are operating in a COVID safe manner
- Reduced bar income due to downstairs bar being out of action, but upstairs bar has been a success
- Significant reduction in income balanced by cuts to expenditure where possible
- Greater reliance on grants and external funding to remain operational



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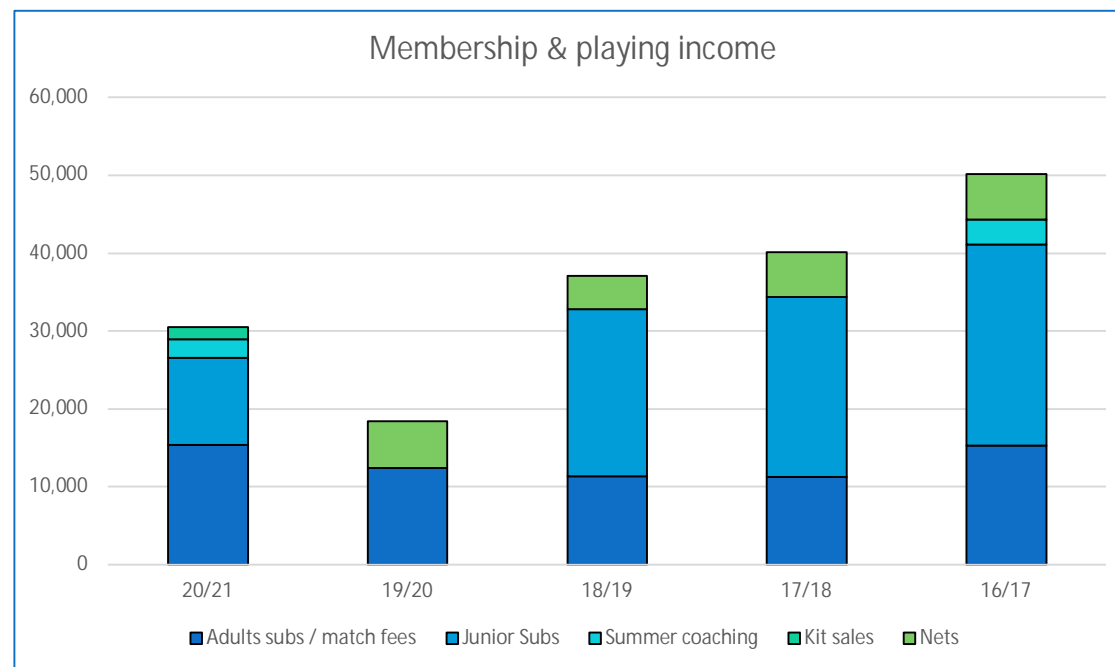
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Continued impact of COVID-19

Impact of COVID-19 on our finances:

- **Playing income approx. 75% of pre-COVID levels**
 - Adult subs & match fees back to pre-COVID levels
 - Junior membership income < 50% pre-COVID levels
 - No winter nets income
 - **Over £1000 of unpaid match fees and subs at the end of the season (and still almost £450 owed now)**
- **Bar income approx. 80% of pre-COVID levels**
- **Events & Venue hire approx. 60% of pre-COVID levels**
- **Many of our costs remain semi-fixed (e.g. pitch maintenance, pavilion, insurance etc)**



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Treasurer's report - Summary

- Operating Income £52K expenditure £52K – break even
 - Impact of COVID lessened from prior years with membership income 80% pre COVID levels
 - Costs remain largely fixed including running the pavilion and pitch maintenance
- Exceptional Income from grants & donations £2k exceptional expenditure £0
- Overall £2k surplus (3% of income)
- Cash deposits at the end of season £43K

Proposed structural changes provide an opportunity to review the longer term plans for the club, build up financial reserves accordingly and provide greater ownership of budgets by the different committees.

Accounts are prepared on a cash basis (any income or expenditure through the bank accounts between 1 October 2020 and 30 September 2021)



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Treasurer's report – Playing summary last 2 years break even

Direct income (subs, nets, summer camps) and costs (coaching, pitches, league fees, equipment) associated with playing cricket

Playing income at 75% pre-COVID levels:

- + Adult membership & match fees > pre-COVID
- + Summer coaching resumed
- Junior membership < 50% pre-COVID
- No winter nets income or cost

Playing expenditure in line with pre-COVID levels:

- + saving on winter nets (however lost income)
- Ground maintenance (significant investment in Sandpit Lane) incl £3.5K owed from prior year Clarence Pk
- Kit reduced by sponsorship £1K & STAPL entry fee £2K

| | 2020/21 £ | 2019/20 £ | 2018/19 £ | 2017/18 £ | 2016/17 £ |
|---|--------------|--------------|--------------|--------------|--------------|
| Income from members | | | | | |
| Adult subs / match fees | 15,360 | 12,416 | 11,367 | 11,272 | 15,276 |
| Junior subs | 11,220 | 0 | 21,447 | 23,132 | 25,895 |
| Summer coaching | 2,385 | 0 | 0 | 0 | 3,200 |
| Kit Sales | 1,527 | 0 | 0 | 0 | 0 |
| Nets senior | 0 | 415 | | 500 | 0 |
| Nets junior | 0 | 5,572 | 4286 | 5,216 | 5,822 |
| <i>Subtotal membership & playing income</i> | 30,492 | 18,403 | 37,100 | 40,120 | 50,193 |
| Direct costs to play cricket | | | | | |
| Coaching, nets, league fees | 4,343 | 7,654 | 7,613 | 7,969 | 15,805 |
| Teas | 0 | 1,072 | 5,137 | 3,941 | 8,674 |
| Overseas player | | | 0 | 377 | 7,668 |
| Grounds maintenance | 16,916 | 6,372 | 11,811 | 13,597 | 10,372 |
| Roller purchase | | | 0 | 2,100 | |
| Pitch hire | 488 | | 0 | 0 | 0 |
| Kit & equipment | 6,649 | 2,876 | 2,778 | 3,217 | 2,369 |
| Presidents Day | 405 | 246 | 464 | 835 | |
| <i>Subtotal direct cost to play cricket</i> | 28,801 | 18,219 | 27,803 | 32,036 | 44,888 |

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Treasurer's report – Bar summary £5k profit

Upstairs bar successful and key contributor to cover fixed costs

Bar income 80% of pre COVID

Bar profit of £5K and margin maintained

| | 20/21 | 19/20 | 2018/19 | 2017/18 | 2016/17 |
|----------------------------|--------|-------|---------|---------------|---------|
| | £ | £ | £ | £ | £ |
| Bar Income | 14,661 | 3,388 | 18,081 | 17,119 | 20,183 |
| Bar costs | 9,322 | 1,784 | 11,682 | 18,555 | 16,852 |
| Bar profit (loss) | 5,338 | 1,604 | 6,399 | -1,436 | 3,331 |
| Bar profit as a % of costs | 57% | 90% | 55% | -8% | 20% |



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Treasurer's report – Other items costs exceed income

Other income streams not directly associated with cricket e.g. venue / pitch hire, events and sponsorship. Other costs are costs with keeping the Club operational excluding direct playing costs e.g. pavilion, insurance etc

Other income at 50% pre-COVID levels with reductions across the board

+ Events (STAPL)

+ Sponsorship (STAPL, Kit & Club sponsorship)

Other costs at 75% pre-COVID level:

- Clubhouse maintenance incl cost electrical works,

SADC licenses & security

- Admin £1k fees on line p'ments, £1.8k insurance

| | Actual 2020/21 £ | Actual 2019/20 £ | Actual 2018/19 £ | Actual 2017/18 £ | Actual 2016/17 £ |
|---|------------------------|------------------------|-------------------------------|-------------------------------|-------------------------------|
| Awards evening | 0 | 0 | 0 | 1,422 | 1,111 |
| BBQ | 34 | 0 | 175 | 1,185 | 3,670 |
| Venue/pitch hire | 1,980 | 5,852 | 2,319 | 10,768 | 5,431 |
| Events | 1,995 | 840 | 2,320 | 2,385 | 4,127 |
| 100 Club/ other income | 234 | 236 | 236 | 259 | 260 |
| Sponsorship | 2,550 | | 3,500 | 2,000 | 5,530 |
| Interest | 1 | 7 | 11 | 3 | 2 |
| Other income | 0 | 4,532 | 113 | 1,543 | 842 |
| Trading (other member and events) expenditure | | | | | |
| Awards evening | 498 | 505 | 545 | 1,829 | 1,219 |
| BBQ | 0 | 0 | 39 | 2,345 | 2,634 |
| Aon Day | 0 | 0 | 1,332 | 1,085 | |
| Telephone | 146 | 408 | 0 | 577 | 105 |
| Electricity | 4,565 | 4,348 | 5,968 | 7,939 | 5,985 |
| Club house maintenance | 4,201 | 1,373 | 4,877 | 4,724 | 4,420 |
| Cleaning | 1,295 | 423 | 1,445 | 2,726 | 1,086 |
| Admin | 3,327 | 2,069 | 2,088 | 3,026 | 3,128 |
| Other | 51 | 252 | 375 | 951 | 956 |



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Treasurer's report – Exceptional items small income

Exceptional items are one off, not expected to repeat and are not part of the day-to-day operations

- + Grant and donation
- + Cost management approach, no exceptional expenditure

Moving forward the new license should help unlock further funding.

Investment needed in nets and pavilion (changing rooms). Exploring options to expand venues to play cricket.

| | Actual 2020/21 £ | Actual 2019/20 £ | Actual 2018/19 £ | Actual 2017/18 £ | Actual 2016/17 £ |
|---------------------------------|------------------------|------------------------|-------------------------------|-------------------------------|-------------------------------|
| Exceptional Income | | | | | |
| Refurbishment income | | | | 3,572 | 7,731 |
| Sponsors contribution to covers | | 2,000 | 2,000 | | |
| EWCB funding | | | 4,000 | 1,785 | |
| Grants | 2,342 | 11,870 | | | |
| <i>Exceptional income</i> | <u>2,342</u> | <u>13,870</u> | <u>6,000</u> | <u>5,357</u> | <u>7,731</u> |
| | | | | | |
| Exceptional expenditure | | | | | |
| Club house (inc refurbishment) | | | | | 12,359 |
| Refurbishment long room | | | 1,030 | 7,497 | |
| Covers | 0 | 2,000 | 5,160 | | |
| score box repairs | | | 3,180 | | |
| | <u>0</u> | <u>2,000</u> | <u>9,370</u> | <u>7,497</u> | <u>12,359</u> |



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Pavilion improvements and licence renewal

- Works to carry out essential repairs and improve the pavilion have been identified and split into three phases:
 - Phase 1: Urgent works
 - Phase 2: Essential repairs and improvements
 - Phase 3: Long-term improvements
- The Council have allocated approximately £250,000 of funding to cover the Phase 1 and Phase 2 works
- Funding for Phase 3 works still to be identified – likely to take 5+ years to deliver in full, but will be phased
- Ongoing discussions with the Council over a new pavilion licence on more favourable terms



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Pavilion improvements and licence renewal

Phase 1 works have been completed, including:

- Essential improvements to the building electrical systems
- Installation of a building-wide fire alarm system
- Upgrade of the intruder alarm system including automatic Police call out
- Removal of asbestos tiles from main corridor

Phase 2 works are being planned/procured currently and will be carried out over the winter, including:

- Damp proofing and redecoration of the main corridor (in progress)
- Relaying of main corridor flooring (in progress)
- Refresh of the changing rooms, toilets and showers (planned)
- Remedial works to the building exterior brickwork, railings, doors and windows etc (planned)



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Looking after our facilities

If you see something that needs attention, don't just ignore it...

SORT IT or **REPORT IT**



NO TOILET ROLL?
RUBBISH BIN FULL?
LIGHT NOT WORKING?
SORT IT or **REPORT IT!**



TO REPORT AN ISSUE, PLEASE SCAN THIS QR CODE, FILL IN THE FORM AND WE'LL GET SOMEONE RIGHT ON IT!



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Looking after our facilities

Facilities issue reporting form

The screenshot shows the St Albans Cricket Club website. The header includes the club's logo, social media icons, and a user profile for John Webber. The navigation menu lists various club pages. The left sidebar contains a list of links, with 'Issue Reporting Form' highlighted in a red box. The main content area displays the 'Clarence Park Pavilion - Facilities Issue Reporting Form'. The form includes fields for 'Location', 'Explanation of the issue', 'Does it require urgent attention?', and 'Has this issue been reported before?'. The 'Location' dropdown menu is open, showing options: Bar (Ground Floor), Bar Toilets (Ground Floor), Changing Rooms (Ground Floor), and Changing Room Toilets (Ground Floor). The 'Does it require urgent attention?' and 'Has this issue been reported before?' questions have radio button options for Yes, No, and Not sure. A 'Submit Form' button is located at the bottom right of the form.

St Albans Cricket Club

Home News Fixtures Selection Averages Stats Juniors Club shop Contact Us Availability Pay subs

Teams
League Tables
SACC Juniors
How to find us
Club Officials
Club Committees
Club Sponsorship
Club Events
Clubhouse Tour
Club History
Honorary Members
Honours Boards
Photo Galleries
Club Policies
FAQ
Useful Links
Site map
Nets Booking
COVID-19 Check-in
Issue Reporting Form

St Albans Cricket Club - Issue Reporting Form

Clarence Park Pavilion - Facilities Issue Reporting Form

Location *

Bar (Ground Floor)
Bar Toilets (Ground Floor)
Changing Rooms (Ground Floor)
Changing Room Toilets (Ground Floor)

Explanation of the issue *

Does it require urgent attention? *

Yes
No

Has this issue been reported before? *

Yes
No
Not sure

Submit Form



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4. Proposed changes to Club committee structure and constitution



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Proposed changes to Club committee structure

New Women's Cricket sub-committee

- Recognising the growth and increasing importance of women's cricket, a new Women's Cricket sub-committee will be created
- The chair of the Women's Cricket sub-committee will join the Exec Committee
- Responsibilities and budget will be agreed once established as part of a wider review of the cricket sub-committees' responsibilities

Other changes

- The existing Playing sub-committee will be renamed the Men's Cricket sub-committee
- Club Captain will be separated from the Men's 1XI Captain and will oversee the men's, women's and junior cricket committees
- Head Coach will be merged into the Director of Cricket role
- The existing Club Development sub-committee will be renamed the Club Strategy sub-committee to better reflect its purpose
- Club Captain, Director of Cricket and Fixture Secretary will be added to the Exec Committee as ex-officio members (can attend if they want but no obligation)



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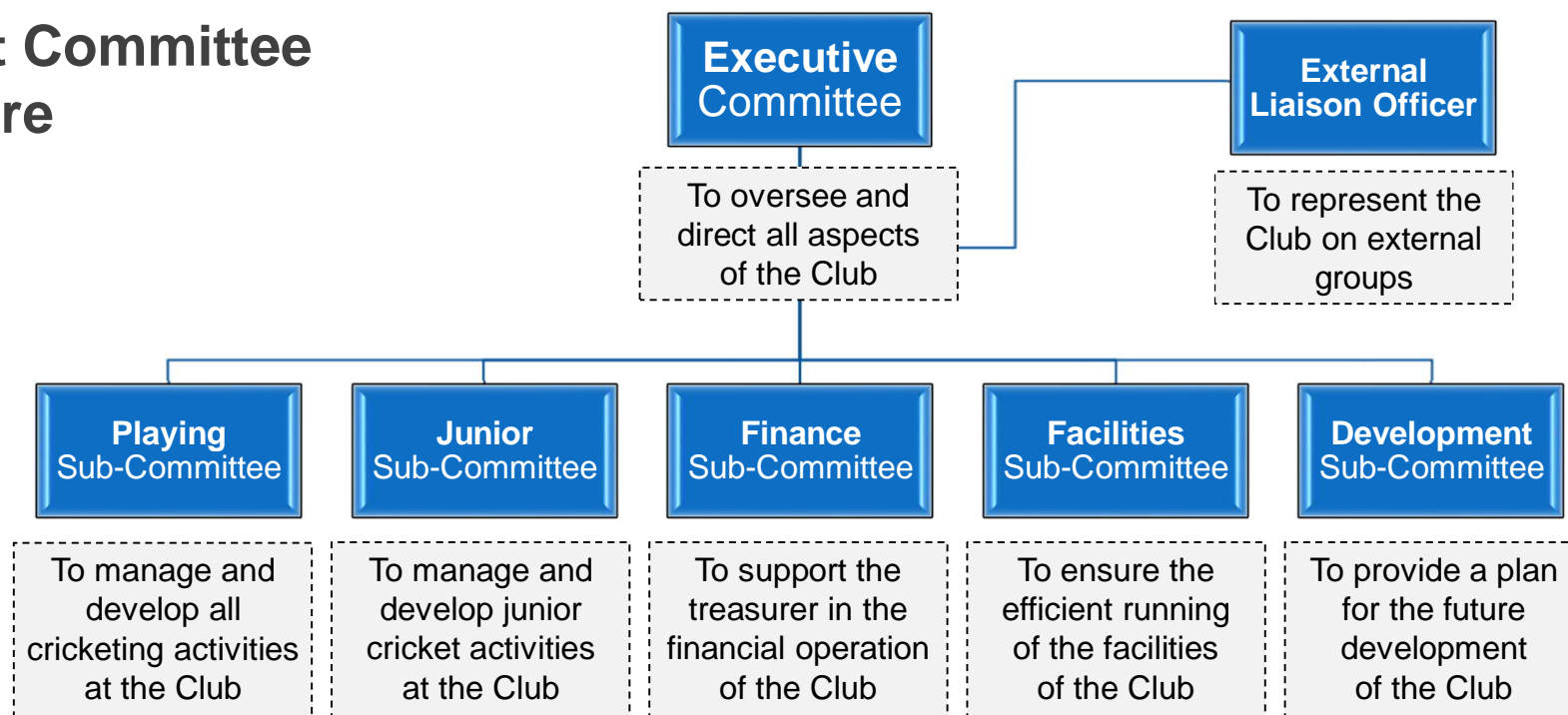
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Proposed changes to Club committee structure

Current Committee Structure



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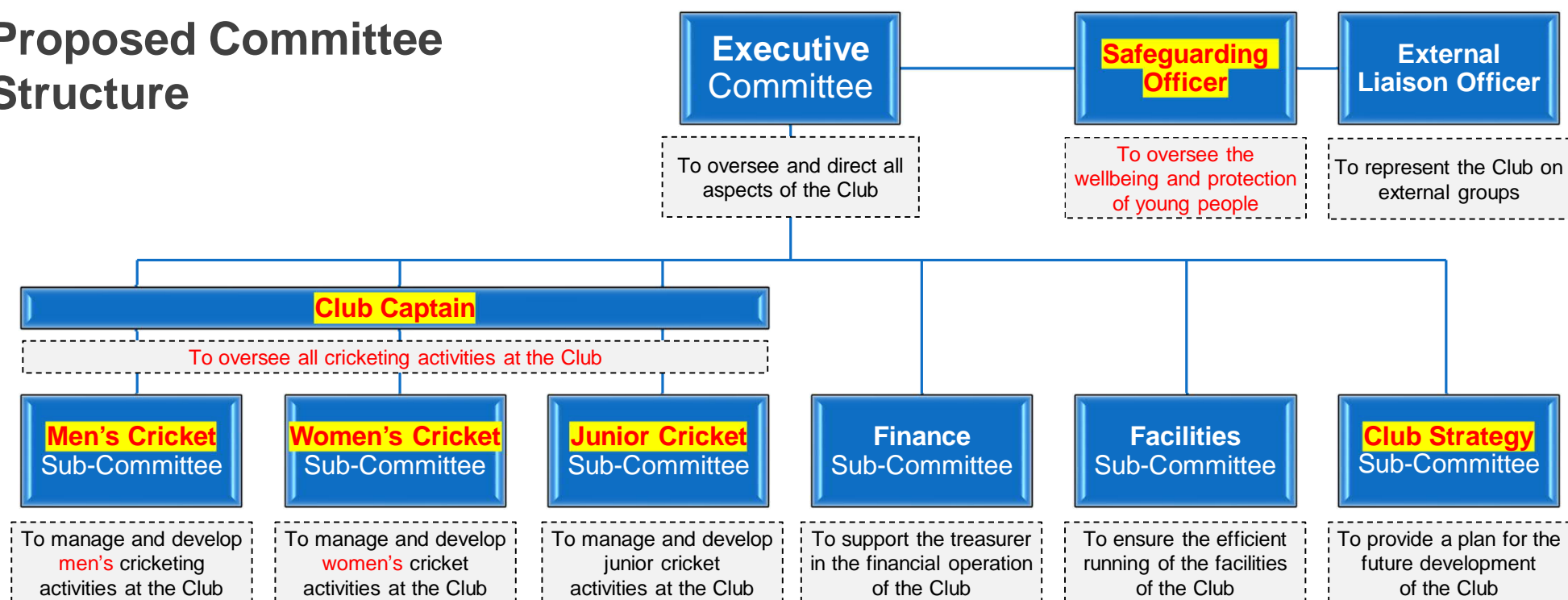
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Proposed changes to Club committee structure

Proposed Committee Structure



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Proposed changes to Exec Committee membership

Full members:

- Chair/Co-Chair
- Club Secretary
- Treasurer / Finance Sub-Committee Chair
- Men's Cricket Sub-Committee Chair
- Women's Cricket Sub-Committee Chair
- Junior Cricket Sub-Committee Chair
- Facilities Sub-Committee Chair
- Club Strategy Sub-Committee Chair
- External Liaison Officer

Ex-officio members:

- Fixture Secretary
- Director of Cricket
- Club Captain
- Safeguarding Officer



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Approval of changes to Club constitution

Subject to approval at AGM, the following changes are proposed to the Club's constitution:

- Changes to the organisation structure agreed at the last AGM (most notably changing the Club Committee to the Executive Committee)
- Changes to the organisation structure proposed at this AGM, including addition of a Women's sub-committee and renaming of the Playing and Development sub-committees
- Removal of references to the St Albans Cricket and Hockey Association (SACHA) which is now defunct
- General review and updating of document to reflect current roles and responsibilities

**ARE THERE ANY OBJECTIONS OR PROPOSED CHANGES TO THE
COMMITTEE STRUCTURE OR CONSTITUTION?**



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5. Election of officers



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Election of officers (1)

| Position | Current Holder | Nominations for 2022 Season |
|----------------------|------------------|-----------------------------|
| President | Peter Mardle | |
| Co-Chair | Andy Saunders | |
| Co-Chair | John Webber | |
| Club Secretary | John Rudlin | |
| Treasurer | Liz Pelham | |
| Fixture Secretary | Hugo Thomas | |
| Membership Secretary | <i>Vacant</i> | |
| Safeguarding Officer | Andy Knill-Jones | |



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Election of officers (2)

| Position | Current Holder | Nominations for 2022 Season |
|--------------------------|------------------------------|-----------------------------|
| Director of Cricket | Matt Howeson | Richard Jerome (Pies) |
| Club Captain | Max Capaldi | Matt Howeson |
| Men's 1XI Captain | Max Capaldi | Joe Regan |
| Men's 2XI Captain | James Rosson | |
| Men's 3XI Captain | Andrew Walker | Andrew Walker & Amit Rajani |
| Men's 4XI Captain | Andy Saunders | |
| Men's Sunday 1XI Captain | Jacob Winfield | Zach West |
| Men's Sunday 2XI Captain | <i>Vacant</i> | |
| Women's 1XI Captain | Amy Price | |
| Women's 2XI Captain | <i>New position for 2022</i> | |



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6. Nominations for non-elected positions



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Non-elected positions (1)

| Position | Current Holder | Changes for 2022 Season |
|-------------------------------------|------------------------------|-------------------------|
| Men's Cricket Sub-Committee Chair | Max Capaldi | Joe Regan |
| Women's Cricket Sub-Committee Chair | <i>New position for 2022</i> | |
| Junior Cricket Sub-Committee Chair | Nick Berry | |
| Finance Sub-Committee Chair | Liz Pelham | |
| Facilities Sub-Committee Chair | Clive Maynard | |
| Strategy Sub-Committee Chair | Andy Saunders | |



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Non-elected positions (2)

| Position | Current Holder | Changes for 2022 Season |
|--|-----------------------|-----------------------------|
| External Liaison Officer | Andy Knill-Jones | |
| Head Coach | Richard Jerome (Pies) | <i>Merged with DOC role</i> |
| Playing Officials Representative | Nick Hall | |
| Playing Facilities Manager (Clarence Park) | Phil Caley | |
| Playing Facilities Manager (Sandpit Lane) | Andy Saunders | |



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Non-elected positions (3)

| Position | Current Holder | Changes for 2022 Season |
|-----------------------------|----------------|-------------------------|
| Finance Manager | Amahl Smith | |
| Catering Manager | <i>Vacant</i> | |
| Housekeeping Manager | <i>Vacant</i> | |
| Health & Safety Officer | Phil Ainsworth | |
| Payroll Manager | Zach West | |
| Junior Membership Secretary | <i>Vacant</i> | |
| Volunteer Coordinator | Nic Wong | |



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Vacant positions

The following committee positions are currently vacant and need filling for the 2022 season:

- **Women's Cricket sub-committee chair** – responsible for managing and developing women's cricket activities at the Club
- **Membership Secretary** – responsible for ensuring that appropriate and up to date records of all members are maintain and for setting annual subscriptions and match fees (to be approved by the Exec Committee)
- **Junior Membership Secretary** – supporting the Membership Secretary with the annual enrolment of junior members
- **Catering Manager** – responsible for the provision of cricket teas and catering at Club organised events and for ensuring that our kitchen facilities are maintained and used in accordance with all relevant health and safety requirements and guidelines.
- **Housekeeping Manager** – responsible for ensuring that the Club's facilities remain operational and are in serviceable condition
- **Finance sub-committee** (various roles) – supporting the Treasurer with the management of the Club's finances
- **Facilities sub-committee** (various roles) – supporting the Housekeeping Manager with the day-to-day running the Club's facilities



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7. Succession planning



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Succession planning

The following committee positions are due to be vacated in 2023 and therefore successors need to be identified to start the handover process in 2022:

Treasurer, who is responsible for...

- Monitoring the finances of the club including annual budgets
- Maintaining accurate and up to date financial records
- Reporting the financial position to the Exec Committee
- Preparing year end financial reports for the AGM
- Supporting the Exec Committee and other sub-committees on financial management
- Supporting applications for funding
- Oversight of key spending including review of tenders
- Providing guidance to the Exec Committee on implications of alternative structures (CASC, limited company etc)
- Chair of the Finance sub-committee (which includes the Payroll Manager and Finance Manager(s))

Finance Manager, who is responsible for:

- Key member of the Finance sub-committee
- Providing financial advice and guidance to the Treasurer
- Generating invoices
- Inputting / approving BACS payments (online banking)
- Generating income and expenditure reports (draft accounts)
- Analysis and reconciliation of online payments (membership)
- Submitting tax returns to HMRC
- Submitting gift aid claims

Club Secretary, who is responsible for:

- Issuing all official Club correspondence
- Responding to general enquiries
- Maintaining records of our honorary members
- Arranging AGM documents
- Updating our constitution



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Andy Saunders & John Webber
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8. Any other business



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