



MINUTES OF THE ASPC 5th GENERAL ASSEMBLY HELD AT CAR SANT CUGAT, ON MAY 9, 2012

Place: Sala d'Honor – Centre d'Alt Rendiment Sant Cugat

Date: Wednesday, 9th May, 2012 15:00 o'clock

In Attendance: Formal members of ASPC for 2012. Attached List.

	CENTRE	COUNTRY	REPRESENTED BY
1	Canadian Sport Centre Calgary	Canada	Dale Henwood
2	CAR Sant Cugat	Spain	Josep Escoda
3	Centre National Sportive et Culturel d'Coque	Luxemburg	Marc Mischo
4	Chula Vista ARCO	USA	Tracy Lamb
5	Colorado Springs OTC	USA	Mike English
6	Desmor Eem – Rio Maior	Portugal	Carlos Countinho
7	HPC University Pretoria	South Africa	Toby Sutcliffe
8	INSEP - Paris	France	Jean Claude Vollmer
9	Narodne Sportove Centrum	Slovakia	Boris Cavajda
10	Olympiastützpunkt Berlin	Germany	Harry Bahr
11	Olympic Centre Austria	Austria	Hans Holdhaus
12	Rogla	Slovenia	Uros Martinsek
13	Western Australia Institute for Sport (WAIS)	Australia	Steve Lawrence

1. OPENING

Mike English, president of ASPC welcomes the attendants and explains the main conclusions on the BoD meetings held the days before.

He explains how the developing of the General Assembly will be and makes a review of the ASPC 2012 Annual Plan presented in Paris, which is the following:

- **Goals**
 - Increase value add to members
 - 2013 Forum support
- **Strategies**
 - Resources
 - Continental Forums
 - Communication
 - Exchanges

TACTICS

- **Resources**
 - Membership fees increase (just approved!)
 - Marketing plan
 - Targeted \$\$\$ from ASPC members
- **Continental Forums**
 - VP's of ASPC to drive annual meeting
 - Data collection on trends / needs
 - Emerging Centers / Developed Centers
- **Communication**
 - Newsletter / Info packet / Facebook / Web update
 - Developing a formal feedback process
 - Check lists / Standards – Accreditation
- **Exchanges**
 - Establish process for Grants / Subsidies
 - Provide our members improved services
 - Better continental services

2013 FORUM SUPPORT

The President explains that the Forum will take place on August 27 to 31, 2013 in Rio de Janeiro. The main topics will be. Leadership, Megatrends (Sport, Media) and Sponsors.

- **Subcommittee**
 - Toby Sutcliffe (Chair), Jean-Claude Vollmer, Tracy Lamb
 - Other – Past bidders as available and willing
 - Local resource - Jukka

ACTION PLAN 2012

- Web page / Newsletter
- FORUM 2013 and Continental Meetings 2012
- Implement Marketing plan

- Create Program and Check list of standards of quality of centers
- Development of new initiatives (Exchange , Feedback)

2. ROLL CALL AND VOTING POWER VERIFICATION. A centre by centre roll call is made to verify the present members. It is reminded that only those members who are present and up to date in terms of fee payments will be able to vote. Only one vote per Centre is possible. There are 13 centres present which have paid their annual fee so 13 possible votes.

3. PREVIEW OF PREVIOUS MINUTES. The Minutes of the last General Assembly held in Paris are read, approved and signed.

4. ACTIVITY REPORT 2011-2012

4.1. Economical report. The Treasurer of the Association, Mr. Dale Henwood explains the evolution of the Budget 2012 until the date.

BUDGET 2012			
	Concept	2012	
Jan 1st	Account Balance	25.446,56	
	REVENUE		
	Exchange	15.000,00	
	Membership Fees	7.500,00	
	New Membership Fees	3.000,00	
	TOTAL	25.500,00	
	EXPENSE		
	Cards		132,04
	Internet Hosting and Maintenance		780,00
	CAR Sant Cugat-Secretariat expenses		1.200,00
	Plaques		0,00
	Website Update & Translation		700,00
	Financial expenses		500,00
	Exchange Program		10.000,00
	Strategic meeting attendants		2.000,00
	Communication Expenses		1.000,00
	Executive Management Contract		
	TOTAL	50.946,56	16.312,04
	BALANCE	34.634,52	

A motion is made to look for a solution to save investments. The motion is approved.

4.2. Exchange program. Mr. Tracy Lamb explains the exchange program and reminds that there will be a second review of applications on October. He explains that the results of these exchanges will be shared in the next Forum in Rio.

4.3. Continental Reports. Each continental vice-president explains his report (attached to these Minutes). As the Asia representative is not present, Mr. Steve Lawrence reads the Asia report. Continental Forums are open to the whole membership.

4.4. Subcommittees.

The President explains that the new subcommittees have been decided as follows:

- Membership: Josep (chair), Frederic, Tracy
- Forum:
 - 2013: Toby (chair), Jean Claude, Tracy
 - 2015: Steve (chair), Toby, Marcus
- Marketing (Communication, brand development, sponsorship, fund development): Dale (chair), Toby, Marcus
- Rules and regulations: Tracy,
- Accreditation: Josep (chair), Jean Claude, Dale
- Exchange : Dale (chair), Tracy, Steve
- BoD Nominations: Jean Claude (chair), Steve, Mike

4.5. New members. Joined members after Paris 2011

Since the last General Assembly five new members have been accepted: Centre National Sportif et Culturel d'Coque (Luxemburg), Institute for Sports Medicine and Science/Olympic Center Austria, Academy for Sport Nelson Mandela Metropolitan University (South Africa), Center of Elite Sports and Education CTO Amsterdam (Netherlands) and Rio Maior Sport Centre (Portugal). All of them have sent the documents required and have paid the joining and yearly fee.

All the members who are present at the meeting are invited to introduce themselves and their Centres:

Mr. Marc Mischo - Centre National Sportive et Culturel d'Coque -
Luxemburg

Mr. Carlos Countinho - Desmor Eem - Rio Maior - Portugal

Mr. Boris Cavajda - Narodne Sportove Centrum - Slovakia

Mr. Harry Bahr - Olympiastützpunkt Berlin - Germany

Mr. Hans Holdhaus - Olympic Centre Austria

Mr. Uros Martinsek - Rogla - Slovenia

Mr. Harry Bahr informs that Berlin will have a representation in Canary Wolf in London during the Olympic Games and offers the possibility to make an ASPC meeting there.

5. ANNUAL PLAN 2013 (Mike)

The President of ASPC, Mr. Mike English explains the Annual Plan 2012 which can be summarized as follows:

Growth in membership (15%)

Exchange Program:

- Receiving applications
- Seek new revenues

Rio Forum 2013 support

Solicitation of 2015 Forum host

Accreditation of Centres

Branding

Communication:

- Newsletter
- Web site
- Translations

The President says that it is important that all Centres have their homepage at the web updated. He also reminds that each Centre can post anything that they want using the login and password provided by the secretariat.

He also asks members to send any information that they want to include in the newsletter.

6. A.O.B.

7. CLOSING. The President closes the meeting and thanks all the presents for their attendance.

7.1. Signing of the new members. The new accepted members who are present sign a document of agreement to support the principles of the Association. (document attached).