

## ANNUAL GENERAL MEETING

Held on Sunday 29<sup>th</sup> October 2017 at East Midlands Conference Centre, Beeston Lane, University of Nottingham, NG7 2RJ

<p><b>PRESENT</b></p> <p>Trustees: Nick Jones (NJ) Jayesh Pindolia (JP) Phil Prosser (PP)</p> <p>Apologies: Mike Porter (MHP), Chairman Stuart Alderson (SA)</p> <p>Members: Approximately 20 members</p>	<p><b>IN ATTENDANCE</b></p> <p>Allan Muir (AM), Charity Director Approximately 10 professionals and supporters Jane Guy OBE – Charity consultant</p>
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NJ opened the AGM by welcoming everyone to the meeting and explained that on each chair the attendees would find a small pack containing a copy of last year's AGM minutes, the Agenda for this year's AGM and an extract from the draft statement of accounts for the year ending March 2017.

### 1 Apologies for absence

NJ stated that apologies had been received from Mike Porter and Stuart Alderson, both who are attending to family matters.

### 2 Minutes of Previous Meeting on 16th October 2016

Sylvia Wilson proposed the minutes were accepted as a true record of the meeting and this was seconded by Phil Prosser.

### 3 Matters arising

There were no matters arising.

### 4 Report from the Trustees

NJ presented an overview of the key activities for the previous year and the focus areas for the charity for the coming year:

The charity continues to work really hard to raise money to provide services. Raising funds to allow us to continue to support the UK GSD community is fundamental and underpins everything we do. As always, we cannot do this without the help of our members who do some fantastic things to raise funds on our behalf. Allan, Jane and the trustee board are here to help you with help, advice and practical resources when you are looking to fundraise. – please let us know what you need and keep up the great work.

The trustees have spent a significant amount of time outside the formal board meetings working on developing and improving processes and procedures. This work has been very ably supported by an external consultant – Jane Guy, OBE who has spent a lot of time working in the charitable sector.

We are well underway with the design and development of our new branded website. This should hopefully improve the way AGSD-UK is perceived, demonstrating that we are a small but well-run charity. It will enable easier interaction and navigation with the stakeholders who use our website – which is after all the public window into our organisation.

Underpinning this is a secure IT environment which is being rolled out. The extensive work on procedures and IT security will enable us to remain legally and regulatory compliant, to operate more efficiently and to support our grant submissions to charitable trusts and foundations. In addition, it will help us get our membership database up-to-date which will in turn help us to collect all of our annual membership fees – something we have not been too great at in the past.

In order to improve our success in grant applications we have set up a fundraising sub-committee and with one eye to the future we have also set up an Organisation & Management Review (OMR) sub-committee who are tasked with identifying and recruiting our human resource/skill set requirements. This includes succession planning for key roles – trustees, type coordinators, Charity Director and SCA.

New publications/material will continue to be produced, primarily driven by the needs of each GSD Type community.

Since the last AGM we have now had the benefit of 12 months of the Pompe Specialist Care Advisor (SCA) in post – Jane Lewthwaite. The fantastic work that Jane has undertaken in support of the Pompe community has delivered significant and measurable benefits and has confirmed our view that we should focus on seeking to attract funding for one or more SCA's to provide similar support to our other GSD type



communities. Attracting high calibre, energetic and committed individuals to join the cause in a voluntary and paid capacity will continue to be a focus for the trustees.

Lastly it would be remiss of me if I did not formally thank our Charity Director, Allan Muir for all his efforts during the last 12 months – he continues to be an unsung hero working tirelessly on behalf of the UK GSD community, putting in much more hours than we can ever pay him for, well done and thank you Allan.

## **5 Presentation of Accounts**

An extract from the draft accounts for 2016/2017 was presented to the meeting together with a 5yr summary, showing steady continuous growth. On the income line we said last year that we were going to be ambitious and aim for £200,000. We actually managed to reach £300,000, achieved partly by calculating the benefit that we receive from specialist volunteer work that is provided free of charge to the charity. From a purely cash perspective, we still managed to exceed our original target of £200,000, bringing in around £206,000.

For the last 3 years, through tight budget control, we have managed to avoid spending more than we receive and we also managed to increase the total funds we have.

The trustees are committed to spending our income in order to improve the services that the charity provides. As always though this means we start the current financial year with only a very small amount in our unrestricted (general) funds, so we have to start the fundraising and income generation work all over again. Every penny that you help to raise on behalf of AGSD-UK is a very welcome (and needed) addition to helping us carrying on providing services to all of our beneficiaries.

## **6 Election of Trustees**

The current Board of Trustees is:

Mike Porter (Chairman) Jayesh Pindolia Stuart Alderson Nick Jone Phil Prosser

The attendees were reminded that one third of the trustees must step down each year by rotation, although they are allowed to stand for re-election.

Mike Porter formally stood down and offered himself for re-election and Shaun Griffin resigned during the year for personal reasons. Also following a short period as a co-opted trustee Noor Abdul-Ghani has decided not to continue.

The members were asked for their approval that Mike Porter be re-elected, and this was granted.

The members were also asked for their approval that Phil Prosser be elected to the board of trustees, following him being co-opted after the last AGM. The members gave their approval.

NJ asked the members for new trustee nominations. Allan Muir proposed Ailsa Arthur and this was seconded by Bhanu Challa.

After working with charity as a consultant Jane Guy volunteered to become a trustee and the members gave their approval.

The Board of Trustees is therefore:

Mike Porter Jayesh Pindolia Stuart Alderson Ailsa Arthur Nick Jones Phil Prosser Jane Guy

\*Under the Articles of Association of the company the members elect the Board of Trustees (who are the Directors of the company) and the board elects what officers it decides it needs for the conduct of its business.

## **7 Independent Examiners**

The trustees felt that members should be given the opportunity to vote on the re-appointment of our external examiners. This is in line with other charities and is accepted as 'good governance practice'.

Following our good experience with Crowe, Clark, Whitehill LLP and having solicited competitive quotes for the same service the trustees proposed that our current examiners are re-appointed for another 12 months. The members present voted to accept this proposal.

## **7 Any other business**

No further business was raised.

**NJ then closed the meeting.**