

## **THE CHARITY FOR CIVIL SERVANTS**

### **MINUTES OF THE ANNUAL GENERAL MEETING HELD AT 1VS/BIS CONFERENCE CENTRE, 1 VICTORIA STREET, LONDON, SW1H 0ET ON 20 JUNE 2013**

#### **Attendees:**

- Una O'Brien CB (Chair)
- 11 other members of the Board of Trustees
- 14 nominated Members of Council
- 33 guests, including ambassadors, volunteers, life and supporter members
- 27 Charity staff

#### **1. Welcome & Introduction**

The Chair welcomed members of council and guests to the AGM, and as the meeting was quorate, declared it open.

#### **2. Minutes of the Annual General Meeting, held on 21<sup>st</sup> June 2012**

The Chair invited any comments or questions on the minutes, which had been approved by the Board of Trustees on 20<sup>th</sup> September 2012, and which had been circulated to members of Council with the notice of meeting. In the absence of any comments or questions, the Chair declared that the minutes were noted by the members.

#### **3. 2013 Trustees' Report & Accounts**

The Charity's Honorary Treasurer, Peter Connor CBE presented on the Charity's income and expenditure for 2012 and its financial position at the year end. He announced that it was his 6<sup>th</sup> and final report due to the completion of his tenure as Trustee to the Board.

The Treasurer concluded that the Charity was in a sound financial position but would need to continue to manage the financial challenges of the future.

The Chair asked if members had any queries or comments on the accounts or on the Trustees' Report, which had been approved by the Board of Trustees on 21 March 2013. A question was asked about the reason for the increase in income in 2009 and subsequent income fall back in 2010. The Treasurer explained that this was due to the sale of a property, the proceeds of which had been recognised in the 2009 accounts.

The Chair declared that the Trustees' Report & Accounts was received by the members.

#### **4&5. CEO's Report/Q&A**

The Chair reported that items 4 and 5 would be taken together. Merrick Willis, CEO introduced a presentation on the Charity's work and changes the Charity had undertaken during the year, in particular the new name and strapline under the rebranding, the steady trend of donations, new channels presently being worked on and work in

partnership with Departments and Civil Service Societies to provide broader advice on causes rather than debt based services to beneficiaries .

The presentation drew questions and comments around the progress of the use of ambassadors and the need to encouragement more of them for the Charity, the date of Fund Week at the same time as other national involvements that could affect the prominence of the Charity and its work across various civil service departments.

The Chair thanked the CEO for his report.

## **6&7. Retirement and Appointment of Trustees**

The Chair decided she would take items 6 and 7 together and explained there was an error on the ordinary resolution as Patrick Hughes was re-elected in last year's appointments. She thanked all the trustees who were standing down from the Board with a special mention for the Treasurer who had carried out two terms with the Charity.

The Chair noted that 4 proxy votes had been received all in favour of appointing the five new trustees: Mary Aiston, Barry Burton, Stephen Rimmer, Kevin Sadler and Vivienne Dews.

A show of hands indicated unanimous support for the five individuals who were accordingly appointed to the Board of Trustees.

## **8. Developing for you by you volunteers and new services**

Andy James Director of Fundraising reported on the rest of the year's events, abseiling at the Royal Courts of Justice, Fund Week and a comprehensive list of events for volunteers.

Andy then introduced a featured client in the Charity's Changing Lives Exhibition Lynette Walters, who gave a personal account of the assistance she had received from the Charity for her son.

## **9. Volunteer Awards**

Tim Flesher Vice Chair gave a presentation for the eight awards being received. The awards were presented to the following:

- Certificate of Achievement – Roy Calcutt, Angela Anderson, Joseph Kingsley-Nyinah, Judith Leitch, Barbara Mogridge, Jean Cooney, Janet Withnell, Kevin Russell.
- Fundraising Shield – Lynn Haines
- Honorary Life Membership – Margaret Steer
- The Connie Henry Award – Ian Church

**10. Close**

At this point in the proceedings Cheques were then presented to the Chair:

London support group	£3,500
Northern Ireland support group	£11,000

The Chair concluded the meeting of the AGM but before declaring the meeting closed spoke about the changes with the funding which the Charity received, the main funder used to be the Cabinet Office but it is now the Civil Service Insurance Society who were the largest donor.

Kevin Holliday Chief Executive CSIS was invited to start the Spring draw - the first ticket went to A Edgar, North Shields, Tyne & Wear.

The meeting was then declared closed.

**SIGNED:.....DATE:.....**

**CHAIR**