

Minutes of 68th Annual General Meeting

Tuesday 4 September 2018, Lakeside Arts, Nottingham

Trustees Present: John Stevenson (Chair), Alison Giles, Anra Kennedy, Kathy Moore and Sue Pope

John Stevenson welcomed everyone to GEM's 68th annual general meeting at 16.58 and declared the meeting open and quorate. The notice of the meeting was taken as read.

1. APOLOGIES FOR ABSENCE

Apologies were received including those from Izzy Mohammed.

2. MINUTES OF 67TH AGM

The Chair stated that the minutes of the last AGM had been approved at the Board meeting on 4 September 2018.

3. ANNUAL ACCOUNTS FOR GEM FOR PERIOD ENDED 31 DECEMBER 2017

The Chair stated that the GEM accounts for the period ended 31 December 2017 had been approved by Trustees at their meeting on 4 September 2018. The Statement of Financial Activities (SOFA) and the Balance Sheet, together with the Chair's Statement, had been included in delegate packs. Members had been invited to contact the GEM office if they wanted a full copy.

John Stevenson explained that the accountants' report stated that the accounts were "clean" and had not been qualified in any way, which is a good thing. Everyone agreed to take the accountants' report as read. He pointed out that:

- (a) GEM has continued to fund its core activities: training, publications, and so on from membership subscriptions and income generating activities.
- (b) GEM's unrestricted reserves had increased by £32,044 from £96,688 at the end of 2016 to £128,732 at the end of 2017 due to increased trading activities and having a full-time volunteer chief executive (John Stevenson) who also took on the unpaid role of the *Learning and Sharing Centre* project. The agreed minimum level of reserves is £50K.
- (c) Trustees recognise that GEM's heavy reliance on voluntary effort – in particular, that of the Trustees and himself – does pose a significant risk, particularly as John Stevenson is due to retire.

It was resolved unanimously THAT the accounts for GEM for the period ended 31 December 2017 be received. The Chair thanked Bruce Burford and the office team for their considerable work on the accounts and annual report.

4. TRUSTEES' REPORT

John Stevenson stated that the Trustees' report for the period ended 31 December 2017 had been formally approved by Trustees at their meeting on 4 September 2018.

He highlighted the following points from his opening statement in the report:

- (a) 2017 had been a very productive year dominated by the delivery of the *Learning and Sharing Centre* project – successfully completed in March 2018. The aim of the project was to meet the needs of today’s workforce by equipping them with the skills they need, while also importantly helping to ensure that GEM has a sustainable future.
- (b) Although the office team (administrator, education officer and communications officer) is now self-sufficient, GEM is not yet able to pay a full-time director.
- (c) In September 2017, Trustees decided to invest a substantial amount of GEM’s reserves in paying a part-time interim director with the primary task of raising sufficient funds for GEM to employ a permanent full-time director.
- (d) With the appointment of a part-time finance and operations manager in July 2018 (to cover some of the duties of the retiring CEO) the challenge facing Trustees is that by the middle of 2019 GEM’s reserves will have fallen to the agreed minimum level of £50,000.

It was then resolved unanimously THAT the Trustees’ Report for GEM for the period ended 31 December 2017 be received.

5. APPOINTMENT OF ACCOUNTANTS

It was resolved THAT Bruce Burford be appointed as GEM’s independent examiner and the Board allowed to determine his remuneration.

6. RETIREMENT AND ELECTION OF TRUSTEES

John Stevenson reminded members that at the end of each year’s AGM, one third of the Trustees retire: two elected and one co-opted. This year he was retiring, and so was Anra Kennedy (she was not eligible for re-election having served for six years). Izzy Mohammed was also retiring for personal reasons. Nominations had been invited for the vacant posts of Chair, Deputy Chair, Treasurer and two Ordinary Trustees. The Chair asked the Company Secretary, Claire Gisby, to announce the results of the elections.

Claire Gisby announced that as only one nomination each for the positions of Chair and Treasurer had been received, Caroline Marcus had been elected as Chair and Richard Bruce had been elected as Treasurer.

Claire Gisby stated that as a result of the electronic ballots for the positions of Deputy Chair and Ordinary Trustees, that Kathy Moore had been elected as Deputy Chair and that Sarah Cowie and Essex Havard had been elected as Ordinary Trustees.

7. CLOSING REMARKS

John Stevenson congratulated the new Trustees on their election to GEM’s Board.

John Stevenson thanked Jessica Robertson for organising a splendid conference, ably assisted by Holly Bee (who would be taking the lead on organising the 2019 conference). He thanked all Trustees for their help and support, especially those retiring (Anra Kennedy and Izzy Mohammed). Rachel Tranter, Director, also thanked Anra and all those who had stood for election.

Sue Pope, on behalf of the trustees and members, thanked John Stevenson for his considerable contribution to GEM over two decades and presented him with a glass decanter with the inscription, “John, thank you for your dedication and unwavering commitment to GEM for over 20 years. Enjoy your retirement.”

John Stevenson as his last official act declared the meeting closed at 17.22.

Claire Gisby, Company Secretary